



**ST. KATHARINE  
DREXEL**  
CATHOLIC SCHOOL

# **PARENT HANDBOOK**

**2022-2023**

# TABLE OF CONTENTS

## **ABOUT US (page 3)**

Contact and Social Media Information  
Purpose  
Mission Statement  
Governance

## **PHILOSOPHY AND GOALS OF THE SCHOOL (pages 4-5)**

Educational Philosophy  
Goals of Our School  
Goals for Children

## **ADMISSIONS AND OPERATIONS POLICY (pages 6-9)**

Admissions  
Non-Discrimination Policy  
Orientation to School and Transitions  
Registration  
School Hours  
Tuition and Fees  
Tuition Assistance  
Withdrawal from School

## **SCHOOL POLICIES & GUIDELINES (pages 9-22)**

Adjustment to School	Identifying Children Throughout the Day
Allergies	Late Arrivals and Departures
Assessment	Medications
Birthdays	Parent Responsibilities
Bullying	Parent Helper Guidelines
Child Abuse	Parent/Teacher Conferences
Communication	Personal Belongings
Concerns/Problems	Personal Emergencies/Accidents
Concerns and/or Serious Complaints	Potty Trained
Confidentiality	Quality Improvement
Discipline	Recording and Communication Devices
Dressing for School	Release of Children
Dropping Off/ Picking Up Children	Release of Children on Special Events Days
Electronics in the Classroom	Security Measures
Emergency Procedures	Sick or Absent Children
Environmental Protection	Snack Suggestions for Parents
Family Picnics, Potlucks, and Parties	Snow Policy and Blizzards
Field Trips	Special Needs
Gender Identity	Staff Supervision of Children
Holiday Parties	Student Conduct
	Visitors/Volunteers

# ABOUT US

## CONTACT INFORMATION

Main office 303-799-1036

Director's Office 303-799-1036 Ext 107 or **720-419-0128**

Sheila Whalen, UCSDCS Superintendent, 719-866-6454, [hgoodwin@diocs.org](mailto:hgoodwin@diocs.org)

Father Andrzej (303)799-1036 [frandrzej@paxchristi.org](mailto:frandrzej@paxchristi.org)

Mandi Lupher, Principal Director, 303-949-7452 (cell), [mandilupher@skdcatholicsschool.com](mailto:mandilupher@skdcatholicsschool.com)

Media Sources:

Website:

<https://www.skdcatholicsschool.org/> **Instagram:**

<https://www.instagram.com/stkatharinedrexelschool/>

Facebook: <https://www.facebook.com/StKatharineDrexelSchool>

Twitter:

<https://twitter.com/StKateHR>

## PURPOSE

Saint Katharine Drexel Catholic School was established in 2013 by Pax Christi Catholic Church and is a Catholic school in the Diocese of Colorado Springs.

The school serves the educational needs of children between the ages of **2.5-6** years from the Northern geographic region of the Diocese, in Douglas County. The program is approved by the Office of Total Catholic Education in the Diocese of Colorado Springs and licensed by Department of Human Services. Additionally, the program meets the rigorous national standards set forth for early childhood education programs.

## MISSION STATEMENT

St. Katharine Drexel School will assist the family, parish and community in forming resilient servant leaders in the Catholic tradition. Through a strong Religious -Academic- Environmental education program, students will become spiritually, intellectually and morally prepared as stewards who engage the world in service to God and the common good.

## GOVERNANCE

Saint Katharine Drexel Catholic School is a ministry of Pax Christi Catholic Parish and is a parochial school. Within the parish, the pastor holds authority over the operations of the school. The pastor has the authority to hire the Director in consultation with the diocesan superintendent. The Director in consultation with the Pastor hires the teachers. Parochial schools typically have a school council that is consultative to the Pastor and Director.

# PHILOSOPHY AND GOALS OF THE SCHOOL

## EDUCATIONAL PHILOSOPHY

1. The philosophy of the school is based on these important considerations:
2. The program is developmental in nature focusing on the growth of the whole child.

3. Each child matures and progresses at a different rate. Therefore, the program will be individualized as much as possible to meet the individual needs of the child.
4. The school child spends most of his waking moments involved in play. Therefore, play, an essential aspect of development, is used as a vehicle to teach basic concepts.
5. The young child is energetic, full of life, eager, and enthusiastic. He/she must be doing, exploring, and discovering the world around them through “hands on” experiences.
6. When a sound program is provided for a child based on their abilities and needs, discipline concerns are minimal, and the child learns through positive guidance.

### GOALS OF OUR SCHOOL

1. To provide quality early childhood education to the young children in our parish community and the greater community.
2. To create an atmosphere of a Catholic/ Christian community in which the child learns to love and respect God, themselves, parents, teachers, and friends. Also, the child learns that their love will be returned.
3. To enrich and expand the role of parents as the first and lasting teachers of their children.

### GOALS FOR CHILDREN

Developmentally appropriate goals are established for individual children that focus on skills for:  
SOCIAL DEVELOPMENT

#### TO HAVE A SENSE OF SELF--

- Show ability to adjust to new situations.
- Demonstrate appropriate trust in adults.
- Recognize feelings and manage them appropriately.
- Stand up for self.

#### TO SHOW RESPONSIBILITY FOR SELF AND OTHERS--

- Demonstrate self-direction and independence.
- Take responsibility for own well-being.
- Respect and care for classroom environment and materials.
- Follow classroom routines.
- Follow classroom rules.

#### TO DEMONSTRATE PROSOCIAL BEHAVIOR--

- Play well with other children.
- Recognize the feelings of others and respond appropriately.
- Share and respect the rights of others.
- Use thinking skills to resolve conflicts.

### PHYSICAL DEVELOPMENT

#### TO INCREASE GROSS MOTOR SKILLS--

- Demonstrate basic locomotor skills (running, jumping, and hopping).
- Show balance while moving.
- Climb up and down.
- Pedal and steer a tricycle.
- Demonstrate throwing, kicking, and catching skills.

#### TO INCREASE FINE MOTOR SKILLS--

- Control small muscles in hands.
- Coordinate eye-hand movement.
- Use tools for cutting, writing and drawing.

### COGNITIVE DEVELOPMENT

#### TO LEARN AND PROBLEM SOLVE--

- Observe objects and events with curiosity.
- Approach problems with flexibility.
- Show persistence in approaching tasks.
- Explore cause and effect.

Apply knowledge or experience to a new context.

**TO APPLY LOGICAL THINKING--**

Classify objects.

Compare and measure.

Arrange objects in a series.

Recognize patterns and repeat them.

Show awareness of time concepts and sequence.

Show awareness of position in space.

Use one-to-one correspondence.

Use numbers and counting.

Develop numeracy skills.

**TO USE REPRESENTATION AND SYMBOLIC THINKING--**

Take on pretend roles and situations.

Make believe with objects.

Make and interpret representations.

**LANGUAGE DEVELOPMENT**

**TO DEVELOP LISTENING AND SPEAKING SKILLS--**

Hear and discriminate the sounds of language.

Express self by using words and expanded sentences.

Understand and follow oral directions.

Answer questions.

Ask questions.

Actively participate in conversations.

**TO INCREASE READING AND WRITING SKILLS--**

Enjoy and value reading.

Demonstrate an understanding of print concepts.

Demonstrate knowledge of the alphabet.

Use emerging reading skills to make meaning from print.

Comprehend and interpret meaning from books and other texts.

Understand the purpose of writing.

Write letters and words.

**RELIGIOUS EDUCATION**

The same principles that educators have found effective in teaching math, reading readiness, etc., to very young children will be applied in teaching religious education. This will be accomplished by:

1. Creating an atmosphere of a Catholic/ Christian community in the classroom and atrium.
2. Presenting simple and age-appropriate concepts, stories, prayers and songs.
3. Incorporating age-appropriate Catholic religious objectives into the curriculum.

## **ADMISSIONS AND OPERATIONS POLICY**

### **ADMISSIONS**

Saint Katharine Drexel Catholic School is approved by the Unified Catholic Schools of the Diocese of Colorado Springs to enroll children from age 2.5 to six years. Children must be toilet-trained before beginning school. **Paper work and fees must be submitted by before the start of school.** We value diversity and welcome all children without regard to race, religion, or ethnic group. Enrollment is open to any child, including those with special needs, provided that the School can meet the individual needs of those children. Parents of children with special needs are encouraged to discuss those needs with the director and the child's teacher prior to the first day of school. If the administration team feels the school cannot meet special needs of children, admission is not guaranteed.

## NON-DISCRIMINATION POLICY

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of the Bishop and at the direction of the Superintendent of Unified Catholic Schools, attest that none of the Catholic schools discriminate on the basis of sex in admission policies, treatment of students, or its employment practices.

The Catholic Schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop James Golka and at the direction of the Superintendent of Unified Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the schools. The schools do not discriminate on the basis of race, age, disability, color, national, or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or other school administered programs.

## ORIENTATION TO SCHOOL AND TRANSITIONS

Transitions occur when starting in a new environment, everyday transitions from home to school, transitioning into a new classroom and transitioning to a new school. Children enter Saint Katharine Drexel Catholic School gradually, so they may feel confident, secure and safe. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible and helping each child with their specific needs.

### *Transition Into School:*

A parent's and child's first contact with the school will occur at family social events during June, July and August. The next meeting occurs at a "Get To Know You" conference in the classroom. Parents will set goals for their child at the conference and the child will have time to meet his/her teachers as well as visit the classroom setting. All enrollment forms must be submitted before this date. After this gradual start, children begin a normal schedule. This planned introduction helps reduce any separation anxiety that may be experienced and welcomes all children into the program. We feel transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. For example, a parent may have a consistent quick goodbye saying they will see them after school, leave the classroom door without sneaking away, and wave at the child through the window. A consistent transition will alleviate undo stress. The classroom teacher and director will communicate with the student's family during the transition via brief conversations afterschool, emails, and/or communication through the tadpoles app to discuss how the child is doing and collaborate on strategies that may be needed. Each child transitions on their own time and with different individualized strategies. A required evening parent back to school night will also be held shortly after school begins to acquaint parents with school policies and to meet with teachers to learn about classroom expectations and events.

### *Transition from Classroom to Classroom:*

Teachers will have a transition meeting and parents will meet with the teacher prior to the school year on request and/or at the "Get to Know You" conference. St. Katharine Drexel teachers will meet prior to the school year to discuss student goals. A healthy attachment base is the key element in ensuring that continuity of care is a cornerstone for early childhood development. Primary care givers (classroom teachers) will foster attachment relationships that are nurturing, individualized, responsive and predictable which support the development of healthy brain architecture that provides a strong foundation for the child's immediate and future learning, behavior and health. At SKD, we are able to offer continuity of care the entire time your child is enrolled in the school program where all teachers know and relate with all students and families on a daily basis.

### *Transition to Leave St. Katharine Drexel:*

Whether it is due to relocation or to start at a new school, we want to make the transition in leaving St.

Katharine Drexel as smooth and supportive as possible. We ask that you provide us with a minimum of a 2 week notice if disenrolling your child. This will allow us and your child time to prepare and adjust accordingly. During the 2 weeks prior to your departure, we will talk with your child about their upcoming changes.

### Transition to Kindergarten

Upon graduation If your child’s school is in our neighborhood, we may also be able to arrange a visit prior. We will provide you with your child’s most recent parent teacher conference information and child assessment results so that you may share with their new teacher. As always, our staff is open and prepared to talk with your child’s new teacher or caregiver and may share assessment results per your permission.

### REGISTRATION

Registration for the new school year begins in January. Parents are advised to arrange a visit with the Director and tour the school to see if Saint Katharine Drexel Catholic school meets their individual needs. Currently enrolled families and registered parish members are given priority and may pre-register in December for the following school year. Registrations are taken in the order they are received. Once classes are filled, a waiting list is kept, from which later registrations are accepted when an opening occurs.

A non-refundable registration fee When a child is registered, we assume it is for the entire school year and the school budget is so planned. Prior to your child being admitted into our program, all enrollment forms provided to you at registration must be completed, including the health and immunization forms required by state law such as a health appraisal completed and signed or stamped by the practitioner. Upon review of the student’s health appraisal, resource lists will be shared with families that include places that conduct relevant hearing, vision and dental screening. Within the registration packet a medical form must be completed and signed by the guardian (s) stating the current medical insurance and medical home of the student and resources lists will be shared with families that include places that offer information on obtaining health coverage and potential medical homes. \* “medical home” primary care/non-emergency services with child’s records on file.

### SCHOOL HOURS

**Morning Session: 8:30- 1:00pm**

**All Day Session 8:30 – 3:30pm**

Please be sure that your child does not arrive earlier than five minutes before school begins and is accompanied by an adult until 8:30. This gives the teachers an opportunity to prepare for class before greeting children. Remain in the School vestibule until the digital clock reads 8:30 in the morning before proceeding down the hall to sign in at your child’s classroom door so that teachers can greet children individually.

### TUITION AND FEES

Tuition must be paid by the fifth of each month. **A late charge will be assessed accordingly and communicated by FACTS.**

Registration Options

**AM- (8:30-1:00)**

**Option A Tuesday/Thursday mornings \$ 350.00 / month**

**Option B Monday/Wednesday/Friday mornings \$ 450.00 / month**

**Option C Monday-Friday mornings \$ 570.00 / month**

**All Day- (8:30-3:30)**

Option D Tuesday/Thursday full day	\$ 370.00 / month
Option E Monday/Wednesday/Friday full day	\$ 500.00 / month
Option F Monday-Friday full day	\$ 690.00 / month

A non-refundable Registration Fee, Activity Fee and Tuition Deposit are due at the time of registration.

Registration Fee-	\$200.00
Activity fee-	\$65

Tuition is paid over ten school months (August – May). Tuition may also be paid in advance or in full. Tuition may be paid by cash or check. Please make checks payable to Saint Katharine Drexel Catholic School. Tuition payments may also be set up for electronic funds transfer. Please speak with the Director about this option.

Parents are required to remain current with tuition payments. Tuition that is unpaid for one month gives the School the right to dismiss a child from School. Be sure to remain current with payments.

**TUITION ASSISTANCE**

Saint Katharine Drexel Catholic School recognizes the need to support families who cannot afford our full tuition program, but want to support a Catholic education for their child. Tuition assistance is available by applying to the **Bishop Scholarship Fund. FACTS** makes an objective confidential determination of each family’s ability to pay tuition. Once a child is registered for the school program, a family may apply for assistance by the annual deadline in order to qualify for financial aid. All paperwork must be submitted no later than April 15.

A tuition discount of 5% is given to each additional child registered in the same academic year from the same family.

**WITHDRAWAL FROM SCHOOL**

Each child is enrolled for the entire school year. If your child will be leaving Saint Katharine Drexel Catholic, we require two weeks written notice and payment of two weeks tuition. Also, we assume that when you start the year at Saint Katharine Drexel Catholic School, that you intend to finish the school year. Withdrawing children for the month of May leaves the School in considerable financial difficulty since it is almost impossible to enroll a new child for the last month of school.

Refunds will be granted only on prepaid tuition, discluding the tuition deposit, should a family need to leave the program for ANY reason or as a result of a move from Douglas County once the school year has begun. This will only be done if the two weeks paid notice in writing has been provided. Refunds will not be granted for the registration fee, activity fee, or tuition deposit paid at the time of registration to guarantee your child’s space in the School. Prepaid tuition for May is not refundable, nor can it be applied toward tuition due for two weeks’ notice if you withdraw your child during the school year.

The school program is designed to develop the child’s potential to the fullest. However, there are certain times after a child has enrolled that it becomes apparent that the school’s philosophies do not match those of the family. In those situations, the school reserves the right to end a child’s enrollment with no refund of paid tuition or deposits.

**Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from the Unified Catholic Schools. Students who have been expelled will not be allowed to return to any Unified Catholic School without prior permission from the Principal.**

**Students whose parents have violated their partnership with the school in the academic and spiritual education of their children may also be excluded from the Unified Catholic Schools.**

**SCHOOL POLICIES & GUIDELINES**



## ADJUSTMENT TO SCHOOL

All children in the School are accepted on a trial basis. There are times when a child or parent may not adjust to our program. If there is an adjustment concern, each situation will be individually reviewed before any action is taken. This review includes notifying the parents or classroom teacher that a problem or concern exists, meeting with the parents/teacher to try to resolve the situation, and giving adequate termination notice should the conflict not be resolved.

The ultimate goal of Saint Katharine Drexel Catholic School is to prepare children for positive learning experiences. When the behavior of a child is considered "out of bounds" it may be difficult to accomplish this goal. Children's challenging behavior, especially when that behavior interferes with the welfare or safety of staff members and other children in the classroom, will not be tolerated. Should a child's behavior be recognized as challenging, the Director, staff and parents will meet to set up an appropriate behavior plan. If the plan is not effective, a meeting will be held to determine if the plan can be adjusted or if continued enrollment in the School is the best option.

## ALLERGIES

Parents of children with food allergies are asked to provide nutritious snacks for their own child in the event a class provided snack is not suitable. With the increasing number of children experiencing food allergies, it is sometimes difficult for parents to provide a snack that will suit every child's needs. Your child's teacher will discuss any such special needs with you.

The school may observe a no-peanut, no-nut policy because there may be children with potentially life-threatening allergies in your child's classroom. In this case parents should not bring any peanuts, peanut products, or product from a peanut/ nut producing facility. Parents will be cautioned to carefully check labels for warnings about peanuts or nuts in all commercially prepared foods. Please check with your child's teacher or call the school if you have questions about this policy.

## ASSESSMENT

At school your child will constantly be observed for growth in all developmental areas (see "Goals for Individual Children" at the beginning of this handbook). The primary purpose for observation and assessment is so that the teacher can plan curriculum appropriate for the children in her class. In addition, teachers will be looking for continuous growth in all areas, as well as growth that may be outside of the norm. The results of assessment will be shared at your child's conferences. At Saint Katharine Drexel Catholic School, The Creative Curriculum and its Developmental Continuum and Teaching Strategies Gold are used as a basis for observation and assessment. You will receive written reports about your child's growth at least twice a year. Your child's teacher will meet with you and go over observation and assessment results in October and February so that you have a clear understanding of the results and their purpose. For more information about our chosen assessment tool go to [www.TeachingStrategies.com](http://www.TeachingStrategies.com) and check out the Developmental Continuum.

Your child's assessment information will be kept confidential and on file throughout the year.

Assessment information will only be used for planning future instruction for your child and the class. It will not be shared beyond those listed below.

## BIRTHDAYS

Your child's birthday will be a special day at school. You may provide a special snack to be shared with the other children. Parents are asked NOT to distribute party invitations at school unless every child in the class is to be invited. This will help in preventing hurt feelings. Invitations for other non-birthday events are generally not distributed at school without prior permission.

## BULLYING

St. Katharine Drexel is committed to a safe and Catholic educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act: • Physically harms a student or damages the student's property; or • Has the effect of substantially interfering with a student's education; or • Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or • Has the effect of substantially disrupting the orderly operation of the school.

#### Bully Definition

- is deliberate and often repeated
- intends to cause fear, distress, hurt or harm to another
- is action by a more powerful individual or group over a less powerful individual or group

#### CHILD ABUSE

Any staff member of the School who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. Reporting contact information is posted in the school hallway and can be found at the end of this handbook.

#### COMMUNICATION

You will receive information about the activities your child has accomplished at School on a daily basis. Check the bulletin board outside your child's class for information. Teachers will also communicate any important information about your child at the door when you pick up your child. Monthly newsletters, update emails on events and daily reports used on the Tadpoles communication app will help keep you informed about learning, important dates, activities and items of interest or concern. Be sure to check your child's backpack each day for information from the school in their back and forth folder. Information will be emailed and sent in a families' home language upon request and the staff will try to accommodate with a translator at conferences if necessary. Parents may also refer to the school's web page, Facebook Page, or Twitter.

<http://www.stkatharinedrexelhr.org/>

<https://www.facebook.com/stkatharinedrexel>

<https://twitter.com/StKateHR>

<https://www.skdcatholicschool.org/>

#### CONCERNS/PROBLEMS

In keeping with subsidiarity, a principle of Catholic Social Teaching, we ask that all matters of concern be addressed at the most immediate level which could result in a satisfactory resolution. Thus, the appropriate chain of communication is as follows:

1. Contact classroom teacher with concern (if concern not met)
2. A meeting with classroom teacher, Director and parent (if concern not met)
3. A meeting with Director and Pastor (if concern not met)
4. Meeting with Director, Pastor, Superintendent

Contact information can be found below. At St. Katharine Drexel, we take parental concerns very seriously; therefore, we aim to communicate in a timely manner. We strive to respond to all attempts at communication within 24 hours during the work week and within one business day following a weekend or school holiday. Similarly, we ask that any concern or problem that you have is addressed with SKD leadership immediately. Our experience has shown that unaddressed issues can become the cause of many misunderstandings, affecting the entire school community. Thus, if a concern should arise, please promptly arrange an appointment with the person who can most directly affect change.

Director: Mandi Luper ([mluper@paxchristi.org](mailto:mluper@paxchristi.org) 303-799-1036 or 303-949-7452).

Pax Christi Pastor: Fr. Andrzej ([frandrzej@paxchristi.org](mailto:frandrzej@paxchristi.org) 303-799-1036)

Superintendent: Holly Goodwin (719-866-6456 [hgoodwin@diocs.org](mailto:hgoodwin@diocs.org))

## CONCERNS AND/OR SERIOUS COMPLAINTS

If you have a serious complaint about the quality of service you receive at Saint Katharine Drexel Catholic School, and you have not had any satisfaction through Fr. Marek Krol, or Superintendent at Unified Catholic Schools in Colorado Springs, your concerns should be addressed to:

-The Division of Child Care  
Colorado Department of Human Services  
1575 Sherman Street  
Denver, CO 80203-1714  
1-800-799-5876

If you have reason to suspect that a child is being abused or neglected, your concerns should be addressed to:

-Douglas County Human Services, 4400 Castleton Court, Castle Rock, CO 80109  
Phone: (303) 688-4825 Fax: (877) 285-8988  
Abuse or Neglect Hotline: 303.663.6270  
-To report suspected sexual abuse or neglect of a minor call the Diocese of Colorado Springs. Contact should be made to Ed Gaffney, Director of Mission Effectiveness, or Terri Sorter, Director of Employment Relations. Report to these individuals at (719) 636-2345 at the Diocese of Colorado Springs, 228 N. Cascade Ave., Colorado Springs, CO 80903.

## CONFIDENTIALITY

All observation and assessment information, medical documentation, and family data will be held confidential. Your child's teacher, assistant teacher, and the Director are the only persons who have access to this information. In addition, the locked office files containing information about each child are accessible to licensing agents, our nurse consultant and health department personnel. The Director and teachers have access to the files for emergencies and to obtain background information about the children in their class. The health department, nurse consultant, licensing agents and assessors may view files to ascertain we are meeting health, safety, licensing and accreditation requirements. Families have the right to view their child's file at any time and may add comments on separate memos to that file. Other than updating emergency information, documents in the file may not be altered by parents. Parents with a child with a medical or food allergy may authorize the staff to share this information with other families in their child's class for snack planning purposes.

## DISCIPLINE

We believe that as a Catholic Christian community, we are called to reflect the values of Jesus and respect for all people. In this way we build up the Body of Christ within our school community and provide a physically and emotionally safe environment for all members. Staff members do not use any form of punishment or verbal abuse to control the actions of a child or a group of children. Positive guidance techniques are used by the staff at Saint Katharine Drexel Catholic School to establish appropriate behavior. There may be times when a child will be encouraged to take a short "time out" and will be under supervision at all times **in the classroom** by a School staff member. This time away from the group is utilized as an opportunity for the child to calm themselves and reflect on their behavior. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control **and other pertinent virtues**. Behavior will be redirected, and problem-solving skills will be modeled by the teacher. A child who displays uncontrollable behavior, who is destructive and harmful to others, or is disrespectful to the teachers and children will be given a written report and parents will be informed of all incidents. A child may need to be sent home if necessary, based on the behavior. **If practical**, prior to a suspension, expulsion a request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues, parents, director and classroom teacher will together:

1. Develop an individual behavior plan to determine if further action is needed. Developmentally

- appropriate social-emotional and behavioral health promotion practices, and discipline and intervention procedures will be clearly communicated to all staff and families, implemented consistently and without bias or discrimination.
2. Preventive and discipline practices will be used as learning opportunities to guide children's appropriate behavioral development.
  3. The individual behavior plan will be reviewed to determine progress and or next steps for the student's needs. **The education for your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.**

### DRESSING FOR SCHOOL

School Uniform is mandatory at St Katharine Drexel Catholic School. Items must be purchased exclusively from Educational Outfitters.

#### GIRLS MASS DRESS (Mandatory)

Plaid jumper

Navy V-neck cardigan with embroidered logo

Peter-pan collared blouse

White or navy knee-hi or ankle socks or tights, bloomers or shorts if no tights

Black dress shoes

#### OPTIONAL ITEMS FOR SCHOOL DAYS

Khaki pants

Polo shirt (ash grey/white/navy)

Hair Accessories

Dark Tennis Shoes or strapped shoes appropriate and safe for running

Bloomers or shorts under Jumpers

#### BOYS MASS DRESS (Mandatory)

Long khaki pants

Navy V-neck cardigan with embroidered logo

Long-sleeved oxford shirt

Plaid Tie

Khaki/white/navy knee-hi or ankle socks

Black dress shoes

#### OPTIONAL ITEMS FOR SCHOOL DAYS:

Khaki shorts or pants

Polo shirt (ash grey/white/navy)

Dark Tennis Shoes or strapped shoes appropriate and safe for running

School Uniform is to be worn at all times except those times specifically identified by the school (eg. Halloween). The school has smocks which will be worn over uniforms for messy projects. Coats and jackets should be sent each day starting in the Fall. Hats and mittens should be sent as the weather becomes cooler and snow gear may be sent in on snowy days. We will go out daily unless the weather is severe. Sturdy, closed-toe, Velcro, tie or strapped shoes are most comfortable and appropriate for children. Flip flops, crocks and snow boots are not safe to be worn inside. If a student is wearing inappropriate or unsafe attire or shoes, a verbal reminder will occur first to families and then a request will be made to bring back the appropriate attire to school for the remainder of the day.

### DROPPING OFF/ PICKING UP CHILDREN

State law requires that each child must be signed in and out by the parent/ driver each day. Your child's safety is our utmost concern. Parents/ guardians or authorized persons will sign the child in using the form provided by the teacher. The parent or driver's full, legible signature (not initials) must appear daily on the forms provided upon arrival and at departure times.

## EMERGENCY PROCEDURES

We will follow the protocols set up by the Diocese of Colorado Springs which are in the Emergency Response Procedures folders located in every classroom. St. Katharine Drexel School and the Diocese of Colorado Springs follow the **STANDARD RESPONSE PROTOCOL (SRP) ACTION PLAN FROM THE I LOVE YOUR GUYS FOUNDATION**



Hold



Secure



Lockdown



Evacuate



Shelter

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

**Hold and Secure** are followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.

- When the students are outside, the staff will state to secure the perimeter. Students will line up quickly and quietly proceed indoors.
- The outside doors to the building and hallway will remain locked.

**Lockdown Procedure** is followed by 3 steps "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

- Classroom doors will be locked, all lights will be turned off, window blinds will be closed and students will remain in a protective pose hidden away from doors and windows.
- Children will learn the protective pose as follows: Get down on the floor on your hands and knees. Push your hips back to your heels and place your forehead on the ground. Reach your arms overhead and tuck them around your head. Close your eyes and be very quiet. You are a tiny rabbit and you want to stay warm and hidden in your rabbit hole in a Hide 'N' Peek rabbit yoga pose, taking time to lift their heads and scan the room.
- In the case of an active shooter on the premises, the students will proceed to the lockdown procedure until notified to exit the building by emergency personnel.

**Evacuate Procedure** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

- **FIRE:** Fire drills occur routinely at school. Should the alarm sound while you are a Parent Helper, be sure that you are familiar with the school's policy:
- Children will gather at the entrance door to their room. They will follow the teacher down the hallway to the main entrance of the school. From that entrance they will proceed down the sidewalk and across the parking lot to the garden on the East side of the building. Should the main exit be blocked, other exits must be explored such as the exit on the opposite end of the hall or the exit door leading to upstairs. Volunteers should become more familiar with the building so that you can be comfortable in such a situation.
- Each teacher will take with them a clipboard that contains the day's attendance along with Emergency Response Procedures. The attendance list will be checked against the number of children present once outside the building. A green card will be shown to emergency personnel if we have all in attendance or a red card will be shown if a student is missing.
- Our fire alarm is loud. It may frighten some children. Check bathrooms and behind equipment to be sure all children are exiting. Be sure that the classroom door is closed after you leave. On the way down the hall, help keep children calm, and exit in an orderly manner.

- **ACTIVE SHOOTER:** Students will follow the lockdown procedure until notified to evacuate by emergency personnel in which students and faculty will evacuate to Rock Canyon High School.
- **REUNITING FAMILIES AFTER AN EVACUATION:** The School has a reciprocal agreement with Douglas County School District No. Re 1 Rock Canyon High School (5810 McArthur Ranch Road) for evacuation procedures. Once the students are evacuated to the high school, parents will be notified via email, tadpoles app and email, and/or a group text. Individuals on the student's authorization list will be allowed to check out the student from the high school. It is parents' responsibility to ensure your current contact information is kept up to date at all times.
- **STUDENTS WITH DISABILITIES:** Staff will develop a policy and consent form with legal counsel for medical information. The Americans with Disabilities Act (ADA) allows medical information to be given to people responsible for assisting in evacuating disabled individuals. Staff will consult parents or guardians concerning care considerations if the special needs student is isolated at school for a short term or long-term basis. Staff will inform parents about efforts to keep their child safe at school and incorporate pre-negotiated contracts for services that may be needed in case of an emergency (e.g., transportation, food etc.). Necessary equipment and supplies will be obtained. Staff will be trained about emergency response protocols. Teachers will discuss emergency procedures with parents as part of IEP meeting or other review. Teachers in adjacent classrooms or the classroom aids will be pre-assigned responsibility for evacuating and care for a student with special needs. Most students with special needs have very individualized medication schedules that cannot be interrupted without serious consequences therefore, medicines or medical devices may not be available in emergency shelters. An ice chest and cold packs will be included among the school emergency supplies. If the student is on medication, caregivers will supply a 72-hour supply in a Ziploc bag with instructions. Special medications, supplies and equipment will be transported with the special needs student. Written materials will be available in alternative formats (e.g., Braille, large print, disks, and audio cassettes) and provide hearing- assistive technologies such as amplified phones. Alarm systems for fire, etc. will benefit most people if they incorporate both audible and visual elements. The hearing-impaired students may be best alerted by flashing light alarms, gestures, pictorial representations, where appropriate which can provide quick and easily understood instruction to many individuals with limited English proficiency, and some individuals with cognitive disabilities.

**Shelter in Place Procedure** is always followed by a type and a method and is the protocol for group and self-protection.

- **TORNADOES:** In the event of a tornado warning, children will remain calm and quiet in a protected position in the hallway outside their rooms until that warning has been lifted.
- Children will learn the protective pose as follows: Get down on the floor on your hands and knees. Push your hips back to your heels and place your forehead on the ground. Reach your arms overhead and tuck them around your head. Close your eyes and be very quiet. You are a tiny rabbit and you want to stay warm and hidden in your rabbit hole.

### ENVIRONMENTAL PROTECTION

The School staff does not apply lotion sunscreen. **With parent permission, we will apply Rocky Mountain Sunscreen spray. If your child has particularly sensitive skin, you must apply sunscreen at home before school each day and sign permission for a separate spray sunscreen to be applied. Students 4 and up may apply their own.** On walking field trips and picnic days we strongly encourage every parent to do the same. Sun exposure on those days could be greater. We will let you know ahead of time if we plan to take such trips.

Saint Katharine Drexel Catholic School staff WILL NOT apply DEET based products unless required to do so by the Health Department. Because of the threat of West Nile virus during the months of September and October, you may wish to apply an insect repellent to your child's skin before School.



DEET products for children of this age should contain less than 10% DEET.

Children will go outside daily, weather permitting. Be sure your child is appropriately dressed for this inevitability. We do have extra jackets and mittens available, but children generally prefer to wear their own clothing.

### FAMILY PICNICS, POTLUCKS, AND PARTIES

Families will have opportunities to come together through social events during the year such as monthly St. Kate's Wonder Club outings, BBQs, ice cream socials, faith formation activities, Parent University's, and service projects. These events will provide opportunities for you to meet and come to know other families better and for you to provide support for each other in your parenting roles.

### FIELD TRIPS

Field trips by car are not taken at Saint Katharine Drexel Catholic School unless parents are able to participate. State regulations governing car seat use have made it difficult for us to assure the safety of every child on a trip away from our facility. Instead, community helpers and other creative persons often visit the School to share their knowledge and talents with the children. When field trips are scheduled outside of the class day (St. Kate's Wonder Club), we will be asking parents to drive their own child. In this event we will give sufficient notice.

The class may periodically take walking field trips away from our facility. First aid supplies, emergency contact information and a cell phone for communication are always taken. You will be advised if a walking field trip is planned.

Children who arrive late at the School when their class is away from the building on a walking field or in Mass, may be brought to meet up with the class by the parent or the office staff. Parents will sign their child in with the Director or office staff.

### GENDER IDENTITY

Catholic education is committed to the pursuit of truth and promotion of the Gospel. Central to its mission is the integral formation of students' minds, hearts and bodies in truth and holiness.

From a biblical vision of the human person God made both man and women in His image, of equal and immense dignity, existing as a unity of body and soul and destined for union with Him according to His plan. The Church teaches that our differences as male and female are part of God's creation plan and that our bodies, including our sexual identity are gifts from God. According to church documents the human person is a body-soul union, and the body, created male or female is an integral aspect of the person. As such everyone, man and woman, should acknowledge and accept his or her God-given biological sex and the sexuality that corresponds with that gift. (CCC, 2333)

The Catholic Church and its Catholic schools today face serious challenges rising from an increasingly secular society, including growing threats to religious freedom specifically from society's views on Human Sexuality.

"The acceptance of our bodies as God's gift is vital for welcoming and accepting the entire world as a gift from the Father and our common home, whereas thinking that we enjoy absolute power over our own bodies turns, often subtly, into thinking that we enjoy absolute power over creation. Learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology. Also, valuing one's own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment. It is not a healthy attitude which would seek to cancel out sexual difference because it no longer knows how to confront it." Pope Francis<sup>5</sup>

"Catholic education's proclamation of the full truth of humanity requires both sensitivity and courage. It requires clarity, charity and integrity. It requires loving pastoral responses and clearly articulated beliefs that are based on Church teaching and on a sound Christian anthropology." Lansing, 2021

While the Church has a duty to teach the truth about the human person (anthropology) and human sexuality, and incorporate this teaching into her policies and procedures, the Church has compassion

and empathy toward all her members who suffer from confusion about their identity, including their sexual or gender identity.

It is the policy the Diocese of Colorado Springs that all diocesan Catholic schools shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex and sexual identity. To this end, below are some examples of how these Guiding principles apply to organizations that teach children and youth in the name of the Catholic Church in the Diocese of Colorado Springs.

1. All employees, parents, students and volunteers shall conduct themselves in accord with their God-given biological sex.
2. All school policies, procedures, resources, employee training and assistance given to families are consistent with the Church's teaching on the dignity of the human person, including human sexuality.
3. A student diagnosed with gender dysphoria should not be denied admission to a Catholic school as long as the student and his or her parents/guardians agree that the child will abide by the school policies relating to sexual identity.
4. Schools communicate with parents or guardian about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement of a social service agency.
5. A student's name and pronouns usage will correspond to his/her sexual identity.
6. School records will reflect a student's biological sex.
7. The school will interact with students according to their biological sex based upon physical differences at birth.
8. Expression of a student's sexual identity is prohibited when it causes disruption or confusion regarding the Church's teaching on human sexuality.
9. Students are eligible to participate on school athletic teams and all other school sponsored extra-curricular activities, in accordance with their biological sex.
10. Students enrolled in Catholic schools who suffer from gender dysphoria shall be treated with sensitivity, respect, mercy and compassion.
11. Catholic schools support and encourage counseling for those who suffer from or are diagnosed with gender dysphoria by licensed counselors or other medical professionals who hold a correct Christian anthropology of the human person and who understand and adhere to Catholic teaching.
12. While the Catholic Church does not support transgender therapies and/or surgeries that assist a person in "transitioning" his or her gender, the church recognizes that appropriate medical care may be necessary in rare cases of true genetic or physical anomalies, such as hermaphroditism or intersex.
13. In the case of a specific request, the school shall consider in a compassionate way, on a case-by case basis, the physical and psychological needs of a student based on the following questions:
  - a) What is the specific request of the student and/or parent?
  - b) Is the request in keeping with the teaching of the Catholic Church?

### HOLIDAY PARTIES

We may have special holiday events (Halloween, Valentine's Day, Easter and Christmas). Special favors, place settings, and extra help may be needed on those days. You will be notified of details prior to party days.

### IDENTIFYING CHILDREN THROUGHOUT THE DAY

Children are counted as they arrive in the classroom at the beginning of the day, at transition times, and as they go to/from outside play. Children are within sight and sound of a qualified staff member at all times throughout the school day. At the end of the School day, the last staff member in the building checks the entire School making sure there are no children present.

An accurate accounting of children is kept during School hours. This process is made easiest when parents sign in accurately and notify the school when their child will be out for the day. Teachers will be responsible for keeping an accurate count of the children in their class. They will do this by



counting children each time a group travels from one classroom to another or to the outside play area. The Director will survey class "sign in" lists to verify absences. Should a child become lost during the day, the staff has a protocol to follow for locating a lost child.

### LATE ARRIVALS AND DEPARTURES

Children should be picked up promptly at the end of their designated class time. Children do worry about you when you are late! A late charge is assessed for each late pickup (**\$5 for the 1st 10 minutes, \$1/minute thereafter**), but we appreciate a prompt pick up time. There are times when emergencies do arise. Please call the School immediately if you are unable to make the scheduled pickup time. Be aware that we would never leave a child unsupervised in such an instance. The Director or Director Substitute would stay with your child until your arrival. If we have not received a phone call from you explaining such a situation, we will release your child to Child Protective Services after an hour's time has lapsed. Child Protective Services can be reached at 444-5700 or 475-9593.

### MEDICATIONS

Saint Katharine Drexel Catholic School does not dispense medication at School except in extreme emergencies (i.e. inhalers for asthma, Epi-pen, etc.). If your child needs to be medicated, please do so before or after their School day. Do not allow children to carry medications or ointments of any kind in their backpacks. Please also refer to the ill child policy as to whether a child should attend school if medication is needed for the day.

Children's medications which have been checked in with the Director with required documentation will be stored in a locked cabinet in the school that is inaccessible to children. Medications will be administered only by staff members who are trained in Medication Administration and who have been delegated to administer such medications by the school's Nurse Consultant.

### PARENT RESPONSIBILITIES

St. Katharine Drexel School is a community of faith. Here we form young people to be Disciples of Christ in a spirit of discipleship and stewardship. Parents, as the first teachers of their children are called to be role-models to the community. St. Katharine Drexel School needs the volunteer hours provided by our parent body in order to be sustainable. **As part of a commitment to stewardship, parents are required to work 20 hours/year in order to assist the school's continuous improvement and growth and record their hours in the volunteer section.**

### School Advisory Council

The principle purpose of the Council is to advise the Pastor and Directors in the operations of the School and assist in strategic planning and policy formulation, when necessary. The SAC advises the pastors on formation of policy for the school.

The Council's responsibilities include:

Development and Evaluation of school Strategic Plan to include:

- a. Catholic Culture and Identity
- b. Academics / Curriculum
- c. Facilities
- d. Finance
- e. Communications, Development, & Marketing

School Advisory Council Officers for the current school year will be determined in August

### Home and School

All parents are required to participate in the Home and School Association and as such are asked to attend meetings as necessary, taking an officer position, assisting with Auction/Gala tasks and or other fund-raisers, helping with potlucks, helping in the classroom, helping with school projects and

promoting St. Katharine Drexel Catholic School.

Parents agree to participate in the above as well as the following ways in the School and are invited to do so if possible, in order to complete the recommended 20 hours per family of volunteer time throughout the school year:

Please note that all parents who work in the classroom during school hours or assist with field trips or any other activity involving children **MUST** attend a Safe Environment Foundational or Update Training and volunteer packet as you are considered a trusted adult. These are available through the Parish Office.

### PARENT HELPER GUIDELINES

General Guidelines: The following are some general guides when helping in the classroom:

1. Arrive on time so that the teacher can explain the plans for that day and what needs to be done.
2. Encourage individual children to use the bathroom as needed during class time (always leave bathroom doors open and never enter a bathroom with a child). When the whole group uses the bathroom, help each child wash hands properly with soap and water.
3. During interest area activity time, interact with the children. Participate in their play. Help restless or shy children become involved.
4. Encourage children to return toys, puzzles, and games to their proper places before getting another one.
5. Clean the tables before setting up snack. Do not let your child, or any child, help when spraying the cleaning solutions. Once the tables are dry, children may help. Children will serve their own snack and pour their own juice or water.
6. After snack time, or at the end of the session, sweep, vacuum carpet thoroughly, clean tables and/or straighten up the room.
7. Feel free to ask questions.

Circle Time: This is a time during which the children come together as a group. It involves stories, songs, fingerplays, circle games, and musical activities. It can be a time for children to express themselves and to exchange ideas with each other and learn about the curriculum theme.

1. Sit in the circle with the children.
2. Handle individual situations while the teacher handles the group.
3. Sometimes all children will not participate in all activities. Encourage them not to disrupt those who are participating.

Interest Centers: Centers are vehicles for teaching young children. Areas are set up around the classroom with materials and games which the child can explore at his/her interest and at his/her level of readiness. These centers include art, blocks, manipulative toys (puzzles, pegboards, etc.), large muscle toys (playground equipment), math, science, books, dramatic play, music, and sensory/water play. The following areas are discussed more fully to expand your understanding of their importance.

Art Activities: These activities include projects which foster creativity, individuality and experimentation.

1. Allow each child to do his/her own art work.
2. Do not be concerned with the end product, it is the process that is important.
3. Avoid comparing children's work or making models for children to copy.
4. Allow the child to decide when his/her work is complete.
5. Encourage, but do not force, participation.

Dramatic Play: This includes role playing, the use of puppets, blocks, and creative movement.

1. Listen to conversation and interactions among children.
2. Participate if you feel comfortable.
3. Recognize the importance of acting out roles and real-life experiences.

Manipulative Toys: This develops small muscles, aids in fine motor control and good eye-hand coordination. All of these are essential in preparing a child for reading and writing. Help each child at his/her level of readiness.

Sensory/ Waterplay: Provides a social experience for children. It accommodates every level of social development: solitary play, parallel play, and cooperative play. It aids eye-hand coordination when a child pours from one container to another and develops concepts of measurement, volume, and quantity and allows a child to experience different sensory materials.

1. Have children pull up sleeves before playing. Put on vinyl smocks to keep clothes dry.
2. Have children wash hands before and after using the water table.

### PARENT/TEACHER CONFERENCES

Conferences will be held in late August before school begins. This conference gives parents the opportunity to meet teachers, set goals for their child, and fill out appropriate admission forms. Conferences are also scheduled during the year in February or at any time upon request and an optional conference at the end of the year.

### PERSONAL BELONGINGS

We request that children not bring toys or other items from home except on designated "Show and Tell" days or at times requested by the teacher. Each child will be provided with their own cubby to place personal belongings, including backpacks, in during their hours at School.

### PERSONAL EMERGENCIES/ACCIDENTS

In the event of an emergency, every effort will be made to locate the parents of the child, or those persons designated by the parents as emergency contacts. If this is not possible, the parents will give permission in writing at the time of registration to call a doctor for medical or surgical care at the parent's expense. You may wish to have us include telephone numbers for places you frequently visit during School hours in your child's file.

Minor injuries and accidents will be reported to parents or guardians at the end of class time. A minor injury is considered to be one that the staff can easily treat with basic first aid skills. Any other injuries will be immediately reported to parents or guardians. Please be sure to update your contact numbers if they change during the school year.

### POTTY TRAINED

As children should be toilet trained upon their enrollment in the school, diaper changing is not a part of the program. Staff will consult with parents who have toilet training concerns for their child to ensure the child is capable of handling toileting independently while at school. In the event of a toileting accident while the child is at school, staff will assist the child to change clothes that either the parents have provided or that the school has available.

### QUALITY IMPROVEMENT

Parent evaluations of the total program will take place during the spring months. From the data collected, a Quality Improvement Plan will be updated and shared with the School Advisory Council, staff, and parents and will be put into place for the following year.

### RECORDING AND COMMUNICATION DEVICES

We value the confidentiality and safety of personal information at Saint Katharine Drexel Catholic School. In addition to the confidentiality of records and medical information for children enrolled in the school, the school's policy for video and audio recording devices restricts the use of such devices in the school classrooms to protect the privacy of children.

Restricted devices include, but are not limited to, devices such as cameras, video cameras, tablets, photo capturing cell phones, smart phones, and other video or audio capturing equipment.

Certain special events, such as Halloween costume parades, Christmas programs and Graduation programs may be exempt from this policy. Parents who do not wish their child photographed should indicate so clearly on the Media Release form to be submitted before school begins.

For the protection of children, any photographs or recordings at these named events may not be shared digitally in any fashion or with social media sites without prior parental consent. Identifying children by name will compromise our confidentiality policy and is not permitted in any communications. This policy is in alignment with the Diocese of Colorado Springs Policy for the use of technology within parishes and schools.

### RELEASE OF CHILDREN

Children will be released only to those persons who are authorized to pick them up and if a copy of their drivers license is on file. If you must change plans, **WRITTEN NOTIFICATION OF THAT CHANGE** must accompany your child to school. Children must be signed in and out every school day. State law requires that parents use their full name legibly, not initials, when signing in and out.

### RELEASE OF CHILDREN ON SPECIAL EVENTS DAYS

There are times when the School has special events during School hours (i.e. Picnics, Pot Lucks, etc.). Once a child is signed out of the classroom by the parents, the parent assumes responsibility for the child.

### SECURITY MEASURES

The outside doors to the building will remain locked during school hours. Access to the building may be made by ringing the doorbell or calling the school office.

Interior east School hallway doors are to remain locked during school hours. The east hallway doors, in addition to outside exit doors, should not be propped open for any reason.

### SICK OR ABSENT CHILDREN

It is important for you to notify the school if your child will not be attending school because of illness, or for any other reason. This notification process becomes especially important when your child acquires ANY communicable disease such as strep, chicken pox, or conjunctivitis.

Children will have health checks as they enter their rooms each day. Any child determined to be ill at this time will be asked to go home and return when appropriate. We hope that this measure will reduce the number of communicable illnesses your child brings home. A child is considered to be too ill to come to school if they have a fever (**100.4 or over**), have significant diarrhea, vomiting, a major cough, nasal discharge that they cannot handle, a contagious illness such as strep, conjunctivitis, or a contagious infestation such as lice within a 24 hour time frame.

If your child becomes ill during class time with any of the above conditions, he/she will be isolated from the class. Parents will be contacted immediately to pick up their sick child. A cot is available for your child to rest upon until your arrival and every effort will be made to make him/her as

comfortable as possible.

### SNACK SUGGESTIONS FOR PARENTS

Parents provide snacks for the daily program about once every 2 months. A sign-up genius may be emailed to aide in signing up for snacks. Please bring enough for two snack times for each child. The State Department of Human Services requires that nutritious snacks be served and SKD strives to have snacks from at least 2 food groups. The following information is intended to help you and your child make wise snack choices.

Limits have been established by the State Health Department and the Department of Human Services for what can be served. Please stay within the following guidelines when selecting a snack. Milk products may be served only if they are transported to school in a cooler with ice packs and are continuously kept cold. This includes milk, cheeses, butter, cream or butter-based icings, sour cream, cheese or cream filled pastries, and puddings. Other protein products (meat, fish or eggs) or home canned foods of any type (meat, vegetables or fruit) are not allowed. Also, avoid any snacks containing potatoes, tofu, seed sprouts, or pasta as they are difficult to transport safely to school. The use of artificial sweeteners in any food product is discouraged.

Peanuts, peanut products, nuts or foods produced at peanut producing plants are also not permitted if a student registered has an allergy. This is for the safety of children with life-threatening allergies. The school also does not allow the following items because of allergies and/or choking hazards: nuts of all kinds, hard candies, or popcorn. Grapes and carrots are permitted if they are cut very small. Be sure to check with your child's teacher for any specific allergies that may be in your child's class.

Snacks and/or 100% juice provided must be in unopened, factory, or store sealed containers. Snack items do not need to be individually prepackaged for each child but must have the product nutrition label visible for allergy purposes. Children are encouraged to share and pass snack items at the table from serving dishes which the school provides. SKD strives to have a balanced snack containing at least 2 food groups. The use of home-prepared products is not allowed. The following are recommended as wise food choices.

- \* Vegetables (please wash and keep cold) --carrot sticks (cut into small pieces), cucumber sticks, green pepper strips, etc.
- \* Fruits (please wash and keep cold) --apples, bananas, melon wedges, pears, peaches etc. (NO uncut grapes please).
- \* Nutritious Breads and Muffins--blueberry, banana, pumpkin, oatmeal, date, etc.
- \* Whole Grain Crackers--Triscuits, Wheatsworth, Hearty Wheat, graham, etc.
- \* Individual Prepackaged Products--the following are acceptable if each child is given their own UNOPENED PACKAGE--granola bars, applesauce, Fun Fruits, ice cream cups, yogurt, etc.
- \* Store bought snacks are required. Just remember, if they came out of the refrigerator at the store, they need to be kept refrigerated until the children eat them at school. Two final notes: please consider whether a snack is appropriate for the age group (do they have enough teeth; do they have manual dexterity?) and be kind to your child's teacher by considering the "mess factor" involved with the snack you are contributing. Serving containers are available at school to help children learn to share food at the snack table.

For the children's drink you should provide fruit juice (100% juice-apple, grape, orange, cranberry etc.). Bring an UNOPENED, PROPERLY SEALED bottled juice (preferred) or frozen juice concentrate. Frozen juices should be prepared in the school kitchen. Pitchers are available. The use of individual juice containers is discouraged as we encourage children to learn to pour juice from small pitchers which are also provided at school. We suggest offering pitchers of water at snack time to accompany the juice you provide.

Birthdays and parties are always honored days at school. On these days special treats may become acceptable but we discourage cookies, cupcakes, and cakes in favor of more nutritious choices. Check

with your child's teacher for alternative possibilities that the children enjoy and make the day special.

### SNOW POLICY AND BLIZZARDS

In Colorado the weather can change quickly. Should a bad storm approach while school is in session, we encourage you to pick up your child early. Children will be dismissed only to those persons authorized on the Emergency Information Form in your child's file. A school staff member will always stay with your child until your arrival. If you are delayed, please call the school.

A yearly calendar will be provided. Please understand that we will adhere to this calendar as much as possible. Snow days may occur if the weather or driving conditions are too severe to have school. Our policy is to cancel when District RE 1 (Douglas County) cancels. On bad weather days, listen to your TV or radio. If District RE 1 cancels school, you will know that the school will be closed also. Should District RE 1 have a late (delayed) start, we will also. There are times when District RE 1 does not cancel, but we feel driving conditions in our area of town are too treacherous for travel. If this is the case, you will be called by your child's teacher and informed of this decision. Snow closures will be posted on our website <http://skdschool.paxchristi.org/> and emailed **in the morning of the closure**.

SPECIAL NEEDS: Saint Katharine Drexel Catholic School is open to any child between the ages of three and six years. SKD honors each child's home language and encourages home language development. We strive to have a teacher or assistant in each classroom who is bilingual if there is a dominant second language in the classroom. Our current bilingual teacher(s) are fluent in Spanish and will assist the Spanish speaking students in their classroom. Children with special needs are welcome when the school can meet their needs with reasonable accommodation and when meeting the need does not significantly alter the fundamental nature of the program. If a child comes to Saint Katharine Drexel Catholic School with an IEP (Individualized Education Plan for a disability or special need), Individualized Family Service Plan (IFSP), School Readiness Plan, Individualized Learning Plan or other Individual Plan, that plan will be followed. SKD will coordinate and collaborate with community service providers, families, school district personnel, etc. in order to design a learning environment and activities that aid in meeting outcomes/goals of such plans. If the school does not have the resources to meet the plan, the student will not be enrolled in the program. Parents should discuss diagnosed needs with the Director at the time of enrollment to discuss the child's special needs. If a child is in need of an individual plan, SKD will refer and connect families to appropriate community service agencies (eg., mental health, health, development, educational). Several agencies may include Children's Hospital or Child Find.

### STAFF SUPERVISION OF CHILDREN

The school day and supervision of children will begin promptly at 8:00am. Parents and caregivers need to be clearly informed that the **SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR CHILDREN BEFORE THIS TIME** and who have not been signed in at the beginning of each day. After a child has been signed in, the school and its staff are responsible for the child until they are signed out. It is the school's policy that no child may be picked up without staff knowledge and that no child is released to any unauthorized person. SKD's staff to child ratio goal is 1 adult to 8 children for all children 3 to 6 years of age. This is below the NAEYC (National Association for the Education of Young Children). Through safe environment protocol through the Diocese of Colorado Springs, 2 adults acting in a trusted adult position will be in site of all children and no child or group will be left alone with an adult or volunteer.

### STUDENT CONDUCT

**In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility and in accord with Catholic**

doctrine and morality. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

### VISITORS/VOLUNTEERS

Adult (parent) visitors are welcome at any time in the school. All visitors in the school area of the church are required to sign in with the classroom teacher or at the parish office and provide their name, address, and the purpose of the visit. If the visitor is unknown to the school staff, they must show at least one piece of identification. All visitors will be given a name tag and accompanied by a staff person during their visit. **Volunteers working with children will be required to take a Virtus safe environment course online, take the yearly update class, and provide information for a background check.**

Because of space limitations and state licensing requirements, siblings and friends of children enrolled in the program are not allowed to visit. Please do not allow siblings or other children to enter the classrooms at arrival or dismissal time so that teachers can best greet and dismiss the children safely and assure that all school children are continuously supervised.

**\*School policies and calendars may be amended at any time. Be sure to read the newsletters to be kept up to date.**

**\*Revised July 2022**