

St. Louis King of France



School



Little Crusaders Early Learning Center

Family Handbook

PK0-PK2

2026 - 2027

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HISTORY OF ST. LOUIS KING OF FRANCE CATHOLIC CHURCH AND SCHOOL

St. Louis King of France Parish was established on June 21, 1947. The first pastor was Fr. Patrick Cunningham.

Msgr. Marion Reid replaced Fr. Cunningham in 1952 and received permission to build a school the following year. St. Louis King of France School opened with 40 students in first and second grades on September 8, 1953. The school grew and under Msgr. Reid, the three school buildings: Little Crusader Building, Blanche Hall, and Marion Hall, were constructed. The student population grew to almost 1,500 before the parish was divided with St. Angela Merici Parish.

Msgr. Joseph Lorio came to St. Louis King of France in 1973. Under his guidance, the parish and school flourished. In 1990, our parish added the Lorio Center, which houses a gymnasium and performance center. Fr. Colm Cahill is currently the pastor and is continuing the tradition of excellence here at St. Louis King of France School.

Today, our school includes a 6-week-old Nursery Program (“Little Crusaders”) through Seventh Grade. Our students represent five civil parishes and twenty-nine different zip codes.

MISSION & PHILOSOPHY

Our mission is to nurture Gospel values while helping each child grow toward their fullest developmental, social, emotional, and academic potential. The Little Crusaders Early Childhood Program provides a hands-on, child-centered learning environment where children feel known, supported, and encouraged. In partnership with families, we foster language development, problem solving, gross and fine motor skills, independence, and confidence—building a strong foundation for future learning.

We believe that children excel when they feel loved, wanted, and secure. Therefore, the Little Crusaders Early Childhood Program provides a warm, loving, comfortable, and safe environment for optimal growth and development. Each classroom establishes routines that are predictable and consistent. All children are treated with tenderness, honesty, and respect, and we encourage them to treat others in this manner.

We are committed to enhancing children’s education and believe teachers are important role models. Therefore, we use modeling as a vibrant tool in our classrooms. We utilize constructive guidance and positive reinforcement to maintain a Christian atmosphere where children feel comfortable and confident. To foster their growth and enrich their peers, children are encouraged to take ownership in shaping our classroom dynamics by openly sharing their work, ideas, and personalities. Our curriculum engages students in active and creative exploration and identifies goals in social, emotional, physical, and cognitive development.

The St. Louis King of France Little Crusaders Early Childhood Program values open, respectful communication with parents, who play the most important role in their child’s continued growth. We are grateful for the opportunity to care for, nurture, and guide children, and we warmly encourage families to remain active partners in their children’s education and development. Parents, teachers, and administrators share one priority: providing the very best support we can for every child. Working together as a team, we help our Little Crusaders build a strong foundation for academic, social, emotional, and physical success.

ADMISSIONS AND ENROLLMENT POLICIES

Catholic schools of the Archdiocese of New Orleans are open to all children regardless of race or ethnic background, but preference shall be given to Catholic children.

The schools in the Archdiocese of New Orleans, Louisiana, of which St. Louis King of France is a member, admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of their education policies, admission policies, athletic, and other school administered programs.

The school's admissions committee reviews all applications for registration. Among the factors taken into consideration are academic grades, standardized test scores, conduct and effort grades, absenteeism and tardiness, parental cooperation, and support.

St. Louis King of France School does not provide special education services or facilities. St. Louis King of France School, its Pastor, Principal, Director, faculty, and staff are only required to make minor adjustments in its educational program to attempt to accommodate whatever special needs a child/student may have, that the nature and extent of such minor adjustments are within the sole discretion of the Pastor and Principal of St. Louis King of France School. Should the Pastor and Principal of St. Louis King of France School determine that minor adjustments in St. Louis King of France School's educational program have not resulted in satisfactory accommodation of the program to the special needs of a child and that it is best for both the school and the child that he/she be placed in a more appropriate learning environment, then the Pastor and/or Principal may ask the parent to withdraw the child from St. Louis King of France School, and/or the student will be removed from the roster of the school and/or not allowed to re-enroll.

Students are admitted to St. Louis King of France School based on the family actively practicing their faith and on consistent financial support of their church parish. Financial support is determined by use of parish church envelopes as defined by each respective parish.

Order of Acceptance of Otherwise Qualified Applicants: (specific to St. Louis King of France School/Parish) St. Louis King of France Parish/School typically accepts students according to the following categories:

1. Children of territorial parishioners who are deemed active by the pastor; Siblings of current St. Louis King of France Parish/School students; * Note- Territorial refers to the church parish geographical boundaries.
2. Children of current employees or non-territorial parishioners who are deemed active by the pastor.
3. Children of St. Louis King of France Parish/School Alumni or legacy families, as determined by the pastor.
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor.
5. Children of non-territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor.
6. All others - including inactive parishioners, non-Catholics, etc.

NOTE: In the case of a student transferring from another Archdiocesan Catholic school, before granting admission, the principal will assess the status (academic, financial obligations, and disciplinary) of the student by conferring with the previous principal.

* Meeting the above criteria does not guarantee automatic acceptance.

** Being a sibling and/or a parishioner does not guarantee automatic acceptance.

Once Little Crusader classrooms are filled to capacity, as mandated by the Department of State Licensing, a waitlist will be maintained. Placement on the waitlist is on a first-come, first-served basis. Siblings of current students will be given priority on the waitlist. SLKF registered parishioners will be given priority after siblings of current SLKF students.

Should positions become available in a classroom, parents on the waitlist will be sent an offer via email and will have 48 hours to respond. *

* Wait lists are only valid for the current academic school year (August through July). *

Age and Developmental Requirements

PK0 (6 weeks) through PK2 students must meet age requirements and be both physically and socially ready to move on to the next level.

Age requirements are as follows:

Entering PK1: Must be 1 year old by **September 30, 2026**.

Entering PK2: Must be 2 years old by **September 30, 2026**.

All students entering PK3 must be potty trained or will remain in PK2 **if space is available** until potty training has been mastered. If space in PK2 is unavailable, the student must remain home until potty training has been mastered.

Any student who is admitted to St. Louis King of France School is accepted conditionally for the first year of admission. The developmental and behavioral response of the student will be considered during this period. Should it be determined at any time that a student is not exhibiting satisfactory growth, development, and acceptable behavior, he/she may be immediately dismissed from school. The final decision rests with the Administration. Such decisions will be made after the Administration meets and discusses the circumstances with teachers and/or parents. The end goal is to create a team between the Administration, parent(s), and teachers to implement a plan that will inevitably aid in the student's growth, development, and maturity.

ADMISSION RECORDS

Students enrolled must have the following copies in their student files:

- Birth Certificate
- Baptismal Certificate
- Immunization Record
 - NB-2 months.....Hepatitis B#1
 - 2 months.....DTaP #1, IPV #1, Hib#1, PCV #1 & Hepatitis B#2
 - 4 monthsDTaP #2, IPV #2, Hib #2 & PCV #2
 - 6 months.....DTaP #3, Hib #3 & PCV #3 6-18 months....IPV #3, Hepatitis B#3 and Influenza (Annual)
 - 12-15 months..MMR#1, Hib#4 & PCV #4
 - 12-18 months...Var
 - 15-18 months...DTaP #4 24 months.....Influenza (Annual) & Hep A Series • Custody papers (if applicable)

POLICY ON PARENTAL COOPERATION AS A CONDITION OF ENROLLMENT

We recognize that parents may have questions, concerns, or differing opinions about school policies, decisions, or personnel. We ask that these matters be addressed respectfully and directly through appropriate school channels rather than through public criticism, including email chains, blogs, gossip, or social media. Just as families expect the school to protect the dignity and reputation of their children and families, the school asks families to help protect the reputation of our school community and staff.

Accordingly, St. Louis King of France School reserves the right to require the withdrawal of a student if a parent or guardian engages in conduct that SLKF determines is disruptive to, or negatively impacts, the SLKF community, its operations, or the well-being of its students, faculty, or staff. Such conduct may include, but is not limited to, involving the school in parental custody disputes or initiating legal action against the school or its employees.

POLICY ON MINOR ADJUSTMENTS

St. Louis King of France School endeavors to the full extent of its capability to provide quality care and education for your child. At the same time, SLKF does not offer special resources for any special accommodation. The parents and/or legal guardians of students presently enrolled in SLKF acknowledge that this school does not provide special services or facilities.

Because SLKF does not offer special resources, it is not required to make general accommodations for your child, but

only what are called “minor adjustments.” SLKF, its principal, faculty, and staff are only required to make minor adjustments in an attempt to serve the needs of the students. The nature and extent of such minor adjustments are within the sole discretion of the Principal and Director of SLKF’s Little Crusader Program.

Outside therapists, such as speech therapists or physical therapists, are welcomed into the classroom if their services support the growth and development of the student. However, therapists must first provide all required Louisiana state background checks, proper documentation, and certification to the Director before entering the classroom. Therapy times must work around the class schedule. Entire class schedules will not be altered to fit the therapy times for one student. Any outside therapist or person providing a service to a student shall be at the cost of the parent and not SLKF. The Principal and/or Director must approve all therapists and persons providing services.

Should the principal and/or director of SLKF Little Crusaders Program determine that the minor adjustments put in place by the school have not resulted in satisfactory service of the needs of the child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal and/or director may ask the parents to withdraw their child/student from SLKF. Alternatively, the student may be prohibited from attending SLKF and/or not allowed to re-enroll for the next school year.

POLICIES ON STUDENT RECORDS

The parent(s)/guardian(s) of students enrolled at St. Louis King of France School hereby authorize any school previously attended by my/our child/children, including, but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon law of the Roman Catholic Church and which my/our child/children has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, disciplinary records, financial records in regards to payments of fees and/or tuition, and/or any and all other social and/or informational records of the student(s) to St. Louis King of France School. The foregoing authorization also applies in the event that St. Louis King of France School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any requesting Catholic School.

Further, in consideration of sending and receipt of such records and related consideration, parent(s)/guardian(s) agree to release, indemnify, and hold harmless the Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents, and/or representatives and the Archbishop, bishops, and clergy of the Archdiocese of New Orleans, from any and all claims, demands, and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

PARENT-INITIATED SUBPOENAS

Parents, guardians, and/or other persons having custody of students (collectively, “parents” for purposes of this paragraph) who issue any notice of deposition or subpoena to any school employee, including but not limited to administrators, teachers, staff, or counselors, to testify in court or at a deposition in regard to any matter, including but not limited to custody or other similar disputes, will be charged for any and all costs and expenses relating to the employee’s appearance to testify. The school will determine any costs or expenses and their amount in its sole discretion, which will include but not be limited to the cost of any substitute teacher and/or counselor, travel costs including parking costs, and the school’s and/or employee’s attorney’s fees for attendance at such deposition or court appearance.

LICENSING

The St. Louis King of France Little Crusaders Program (6 weeks through PK2) is licensed and approved by the Department of State Licensing, the Office of Public Health, and the State Fire Marshal. Specific guidelines and policies

are mandated and followed as deemed by the necessary agency. Random visits by each agency are conducted several times per year to ensure compliance. St. Louis King of France Little Crusaders Program is a Type I facility. Inspection results can be viewed on the agencies’ websites. Licensing can be reached at www.louisianabelieves.com.

NOTICE TO PARENTS:
HOW TO REQUEST INFORMATION ON LICENSING COMPLIANCE

At the conclusion of each licensing visit, when an area of non-compliance with the licensing regulations is noted, a Statement of Deficiencies is given to your childcare provider. The Statement of Deficiencies may be found on the Department of Education’s website at www.louisianabelieves.com. A hard copy of the Statement of Deficiencies may be obtained by submitting a request to:

Department of Education
Division of Education
Post Office Box 4249
Baton Rouge, LA 70821

PROGRAM OVERVIEW

The Little Crusaders Program is a full-time nursery caring for children ages 6 weeks through PK2. Children may be dropped off no earlier than 7:30 am and picked up no later than 6:00 pm. Any parents picking up their student(s) on or after 6:00 pm will be automatically charged a \$25 flat fee per child. After 6:15 pm, parents will be charged an additional \$1 per minute, per child on top of the \$25 flat fee. Cash payment will only be accepted for these late fees.

CLASS SIZE

The Little Crusader Program is in compliance with regulations on class size/ratios as prescribed by the Department of State Licensing. The following table details ratios as deemed acceptable by the Department of State Licensing.

<u>Age</u>	<u>Child: Staff Ratio</u>
< 12 months	5:1
12-24 months	7:1
24-36 months	10:1

EDUCATIONAL APPROACH & LEARNING GOALS

At the St. Louis King of France Little Crusaders Program, we provide developmentally appropriate instruction that helps children build a joyful and confident foundation for lifelong learning. Our curriculum supports communication, respectful interaction, problem solving, flexibility, and independence. Through hands-on exploration, creative play, and caring guidance, children grow socially, emotionally, physically, and cognitively in a nurturing environment where they feel safe, valued, and ready to learn.

As young learners, our students are empowered to:

- Communicate respectfully, embrace diversity, and contribute positively to group dynamics.
- Analyze situations, exercise judgment, and employ effective problem-solving strategies.
- Process information through both verbal and written language.
- Adapt to new concepts, skills, and knowledge as learning needs evolve.
- Collaborate effectively with peers and educators in diverse learning contexts.

Children thrive when they are invited to explore, create, ask questions, and learn through meaningful play. Our preschool activities are designed to spark curiosity, support whole-child development, build confidence, and encourage a lasting love of learning.

CURRICULUM

Our curriculum is designed to foster a love of learning through structured, age-appropriate exploration. We prioritize a balanced environment that supports holistic growth:

- **Predictable Routines:** We maintain a consistent daily schedule to help children feel secure, relaxed, and ready to learn.
- **Differentiated Learning:** We adapt activities to meet the diverse developmental needs and skill levels of each child.
- **Collaborative Play:** We encourage teamwork and sharing, allowing children to build social skills through peer interaction.
- **Enrichment Activities:** Our program integrates reading, active listening, Spanish, art, music, dramatic play, and creative movement.
- **Multi-Sensory Exploration:** We engage all senses—sight, sound, touch, taste, and smell—to deepen understanding and retention.
- **Critical Thinking:** We utilize open-ended questioning to stimulate curiosity, discovery, and problem-solving.
- **Personal Growth:** We promote independence by guiding students to master self-regulation and follow classroom expectations.

We recognize that every child learns at their own pace. Our approach provides a nurturing space where students can confidently build the skills necessary for a successful transition to future learning.

We keep parents actively informed of classroom activities to extend the learning experience beyond our walls.

ENRICHMENT CLASSES

Students in PK1 and PK2 classrooms will participate in enrichment classes. These classes include Music and PE once a week in their classrooms.

EDUCATIONAL TECHNOLOGY AND MEDIA POLICY

All television programming will be educational and/or interactive. Time allowed for electronic device activities for children aged two and above should not exceed two hours per day. There are no televisions in the infant and 1-year-old classrooms.

The Smart TVs in the 2-year-old classrooms are used for instructional purposes. They may also be used during inclement weather to show a G-rated video. Screen time may not exceed two hours in a school day.

There are no computers available for student use in any of the Little Crusader classrooms.

PHYSICAL ACTIVITY/REST TIME/SCHEDULES

Children under the age of two shall be provided with time and space for age-appropriate physical activity for a minimum of 60 minutes per day.

Children aged two and older shall be provided with a minimum of 60 minutes of physical activity per day that includes a combination of both teacher-led and free play. While awake, children shall not remain in a crib, baby bed, swing, highchair, carrier, or playpen for more than 30 consecutive minutes.

SAFE SLEEP PRACTICES (PK0)

Only one infant shall be placed in a crib. All infants shall be placed on THEIR BACKS for sleeping. According to the Department of State Licensing guidelines, children are not allowed to sleep in a swing. If a child falls asleep in a swing, they must be moved to their crib.

Written authorization from a physician is required for the following:

- Any other sleep position other than on the infant's back.

- The use of positioning devices in the crib.
- A child sleeping in a car seat or other similar device. Written authorization should include the amount of time the child is allowed to stay in said device.

All written authorizations from a physician are to be posted on or near the student's crib.

NAPTIME (PK1 and PK2)

During naptime, everyone must lie down on his or her cot or mat and rest. Children under age four shall have a daily rest time of at least 75 minutes in programs operating more than 5 hours per day.

Daily schedules will be posted in the classroom. Parents will also be notified verbally and/or in writing of any changes in the classroom schedules. Teachers may alter the class schedules throughout the year as needed to accommodate the children's needs and developmental stages. Parents will be notified of these changes as they occur.

HEALTH AND SAFETY

The safety and well-being of our children are our highest priorities. All children are treated fairly, lovingly, and respectfully. Staff members will not use harsh, embarrassing, or shameful language, nor will physical force be used against a child. Our teachers are encouraged to offer warmth, encouragement, affection, and praise as they guide children throughout the day.

Our classroom management approach is rooted in consistent expectations, gentle guidance, and positive reinforcement. These practices help children learn responsibility, kindness, self-control, and respect for others. When correction is needed, it will be handled calmly, quietly, and firmly. Our goal is to help children experience success as they learn appropriate behavior. When a child is struggling to follow classroom expectations or is involved in a conflict, the following steps will be taken:

1. The teacher will remove the child from the conflict.
2. The teacher will explain the behaviors that are acceptable and unacceptable.
3. The teacher will then help the child express his/her feelings, wants, or needs using appropriate words.
4. The child may then be redirected to a new activity or a different area of the room.

If these strategies are not effective, the child may be guided to a quiet area for a brief period of time while remaining supervised. This gives the child an opportunity to calm, express emotions safely, and regroup before rejoining classmates.

Two or more severe incidents in a day (hitting, kicking, spitting, biting, etc.) on a consistent basis will result in the child being sent home for the day. When aggressive behavior becomes a consistent problem, it brings into question the safety of the classroom. It is always our goal to keep our classrooms as safe as possible.

Consistent inappropriate behaviors will result in the teachers notifying the director with detailed reports of the unacceptable behaviors. The director will schedule a meeting with the parents to formulate a plan to assist and teach the child the appropriate and acceptable behaviors.

PROHIBITED DISCIPLINARY ACTIONS

The Little Crusaders program prohibits any form of discipline that compromises a child's physical or emotional well-being. Children shall not be subject to:

- *Physical or Corporal Punishment:* Including hitting, shaking, pinching, exposure to extreme temperatures, forced exercise, or being placed in uncomfortable positions.
- *Verbal or Emotional Abuse:* Including profane language, derogatory remarks, or the threat of any prohibited action.
- *Deprivation or Restraint:* Including withholding food or beverages, and the use of highchairs or feeding tables as a means of restraint.

- *Inappropriate Peer or Play Consequences:* Including discipline administered by another child or withholding active play time (except for infractions occurred during that time).

TIME-OUT GUIDELINES

Time-outs are used only for children aged two and older. They must occur within staff sight and are limited to one minute per year of the child's age.

BITING

Biting can occur when young children are frustrated, overwhelmed, teething, or still developing the language needed to express their needs. When biting occurs, staff will respond promptly and calmly. The bite will be cleaned with soap and water, and ice will be applied if needed. The child who bit will be removed from the situation and supported until calm. If biting continues, the child may need to go home for the remainder of the day. This is not intended as punishment, but as a break from the situation and a way to protect the safety and well-being of all children in the classroom. While we understand that young children do not bite maliciously, teachers must take appropriate steps to maintain a safe classroom environment. **Please see the attachments to this handbook regarding St. Louis King of France School's Biting Policy. This form must be signed and turned into your child's teachers.**

RESPECT

St. Louis King of France School is committed to fostering respectful and responsible citizens. Beginning in PK0, students are introduced to foundational courtesies and respectful vocabulary, including titles and phrases such as "Please" and "Thank you." We invite parents to partner with us in reinforcing these manners to support our students' social and character development.

Professionalism, kindness, and mutual respect are expected in all interactions between parents, teachers, and students. We recognize that discussions regarding a child's development can be sensitive; therefore, we remain dedicated to addressing all situations with empathy and clear communication to ensure a positive learning experience for the entire school community.

INFECTION CONTROL PRACTICES AND DISEASE PREVENTION

SLKF faculty and students shall wash their hands at least at the following times: upon entering the classroom, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge).

Procedures shall ensure that SLKF staff teach the use of running water, soap, and single-use disposable towels. Hands shall be washed and scrubbed for at least 10 seconds with soap and running water. Warm running water in sinks is required.

Staff shall wear disposable gloves during diaper changes. Changing tables will be disinfected, and gloves will be changed between each change.

Weekly monitoring by the Director/Assistant Director shall ensure that hand washing and cleaning procedures are followed as specified in the center's plan.

Please refer to the Attachments at the end of this handbook regarding Infection Control Policy and Illnesses.

ILLNESSES AND MEDICATION

Most children will get common colds or other minor illnesses while in school. It is impossible to completely prevent the spread of viruses and bacteria that are foreign to their bodies. We do, however, want to protect your child from unusually high exposure to germs. The teachers will take constant precautions to help prevent this. Preventing the spread of germs

is one of the main reasons the classrooms are so diligently cleaned and sanitized daily. We also need the help of the parents to make this possible. If your child has any of the following symptoms, we ask that you keep him/her home and notify the school. He/She will also be sent home if these symptoms begin at school. **Please see the attachment to this handbook regarding St. Louis King of France School's Illness/Unusual Behavior Policy. This form must be signed and turned into your child's teachers.**

Below is a list of common illnesses with the guidelines of when a child is able to return to school.

- **Fever 100.4 or greater—Child must be fever-free WITHOUT medication for 24 hours or cleared by a doctor**
- **Pinkeye—24 hours AFTER starting drops**
- **Vomiting—Eating and drinking normally and symptom-free for 24 hours**
- **Diarrhea, defined as two or more loose stools that cannot be contained in a diaper or toilet—Eating and drinking normally for 24 hours without diarrhea**
- **Undiagnosed rash/skin infection—Doctor's note**
- **Mouth sores with drooling—Doctor's note**
- **Severe cough—Doctor's note**

- **Ringworm – must have a doctor's note, and the ringworm must be covered and remain covered at school**
- **Ear pain/Infection/Draining—Doctor's note**
- **Sore throat—Doctor's note**
- **Staph Infection—Day after treatment, WITH doctor's note. The area **MUST** remain covered at all times.**
- **Flu—Fever-free WITHOUT medication for 24 hours**
- **Hand, Foot, and Mouth—Day after treatment, WITH doctor's note. **ALL** open sores **MUST** remain covered.**
- **Meningococcal Disease—Proof of Non-Carriage**
- **Chicken Pox—Skin lesions completely scabbed, WITH doctor's note**
- **Hepatitis A—One week after illness started and fever gone, with doctor's note**
- **Molluscum Contagiosum—Skin lesions must be covered at all times.**

If you do not see a specific illness on this list, please refer to your child's teacher or the Director/Assistant Director for further information. SLKF will always refer to the state-mandated guidelines regarding illnesses.

If your child is on an antibiotic, please inform the teachers. This will explain possible changes in your child's stools or why they may not be feeling well/like themselves.

When parents are called to pick up a child due to illness, it is expected that the child will be picked up within a reasonable time. **If a child is not picked up within 2 hours of parent/guardian notification of an illness that warrants being sent home, they will not be allowed to return to school the next day. If teachers are unable to reach a parent/guardian within one hour of the initial phone call, we will begin notifying those listed on the emergency contact list to request pick-up.** If a child is consistently left for long periods of time after being contacted due to illness, St. Louis King of France reserves the right to call for proper medical attention. Sending a child home for illness is for the health and safety of that child as well as all other children in the classroom.

When a doctor's note is needed for the child to return to school, it **MUST** come from your child's pediatrician with documentation that the doctor **saw** the child. **Doctor's notes from family friends who are physicians or yourself will not be accepted.**

MEDICINE ADMINISTRATION

To assist parents whose children require medication during the day, the following state regulations will be implemented. Any staff member must be certified in Medication Administration in order to administer the medication.

- No medication (prescription or non-prescription) shall be administered to any child without an order from a LA-licensed physician or dentist and a letter of request and authorization from the child's parent or guardian. Both the letter from the doctor and the medication itself shall contain clear instructions, identifying the child's name, Rx number, date, frequency, name of medication, dosage, route, and physician's or dentist's name. If medication is not properly labeled, it will not be administered to the child.
- Parents must complete and sign a Medication Authorization Form.
- Both the letter from the parent and the medication itself shall contain clear instructions, identifying the child's name, Rx number, date, frequency, name of medication, dosage, route, and physician's or dentist's name. If medication is not properly labeled, it will not be administered to the child.
- Medicine cannot be given in a bottle, cup, or food at the nursery. If the nursery staff is aware of medicine in a bottle, cup, or food, it will need to be thrown out.

LICE POLICY

Lice is a common occurrence in school age children. If a student has nits or live lice found in their hair, they must leave school immediately. According to the Center for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses, “no-nit” policies should be discontinued because nits are glued to the hair and are very unlikely to be transferred successfully to other people. It is their belief that children should be able to return once they have proven that their hair has been properly treated. Therefore, SLKF adopts the following lice policy:

- Students with nits or live lice must be sent home once the lice is observed.
- SLKF encourages parents to invest in a professional lice company, such as NitPicking NOLA, to have the student's hair treated.
- Students may return to school when they have proper documentation that their hair was properly treated. Companies like NitPicking NOLA provide such documentation to parents once treatment is complete.
- If a parent wishes to treat their child at home, the student will not be allowed to return to school until all nits and live lice are removed from the student's hair.

STUDENT IMMUNIZATIONS

Every student enrolled at SLKF must have an up-to-date immunization record on file in the school office. Please check with your physician/health care provider to make sure your child is up to date on immunizations. If your child is not up to date on immunizations during an outbreak of an illness for which your child has not yet received immunizations, you will be asked to take your child home. Your child will not be allowed to attend school until all symptoms are cleared from the facility or your child has received the required immunizations.

INJURIES

If a child is injured at school, we will clean it appropriately and complete an Incident/Injury Report. Any type of head injury requires a call to a parent to let them know what happened, even when medical attention is not needed. Parents will be notified immediately for the following circumstances:

- Blood not contained in an adhesive strip
- Head or neck, or eye injury
- A human bite that breaks the skin
- Animal bite
- Impaled object
- Broken or dislodged teeth
- Allergic reaction skin changes (e.g., rash, spots, swelling, etc.)

- Unusual breathing
- Symptoms of dehydration
- Temperature reading over 100.4 degrees axillary
- Injury or illness requiring professional medical attention

Throughout the course of the day, children will play and participate in group activities, enjoy outside time on the play deck together, take walks/strolls around campus, work in centers together, etc. There may be times when a child is injured by a toy, an accidental scratch, a bite, etc., that did not elicit a cry or verbal expression of the discomfort of said injury. If such injuries occur under the clothing, it is possible that the injury will go undetected by a teacher. Teachers will do their best to conduct “body checks” during diaper changes and throughout the day. If parents find an injury during the evening hours on their child, please bring it to the teacher’s attention the following day.

Please ensure that you provide the most up-to-date contact information to your child’s teacher and the Director.

RESOLUTION OF CONCERNS AND FEEDBACK POLICY

We value open communication and want families to feel comfortable bringing questions, concerns, complaints, or suggestions to our attention. Parents should first speak with their child’s teacher(s), who are often best able to answer classroom-specific questions. If a concern cannot be answered or resolved at that level, parents and/or teachers should contact the Early Childhood Director. The Director can be reached by phone at (504) 833-8224 or by email at elc@slkfschool.com. Parents may also come to the front office to request a meeting with the Director. If available, the Director will meet as soon as possible; if unavailable, a convenient meeting time can be scheduled.

If parents believe complaints were unresolved by the St. Louis King of France Administration, they reserve the right to contact the Department of State Licensing if the complaint involves significant, unresolved LICENSING complaints. The Department of State Licensing can be reached at (225) 342 – 9905 or at ldelicensing@la.gov. SLKF can be reached at (504) 833-8224 or at elc@slkfschool.com. Faxes can be sent to SLKF at (504) 838-9938.

ATTENDANCE

Daily attendance in the Little Crusaders Program is not mandatory, and we understand that families may need flexibility in their schedules. However, PK1 and PK2 students follow a daily routine that supports curriculum, classroom activities, and social development. Children often thrive when they know what to expect and have time to settle into a consistent routine. Our goal is to provide a gentle structure that helps prepare children for their “big school” years. Teachers may kindly encourage families to maintain a predictable schedule when possible, while also recognizing each family’s needs. While it is not a requirement, please try to inform the teachers of any absences, late days, or slight changes in schedule. If absence is due to illness, please inform your child’s teacher, especially if the illness is contagious. This will allow the teachers to take any necessary precautions to prevent the spread of any illnesses within the classroom.

UNIFORM REGULATION

The purpose of the dress code is uniformity, simplicity, and community. Students represent the school and are expected to look respectable. This means that the uniform should fit properly and be clean, hemmed, and neat in appearance. Any part of the uniform that is torn or ripped cannot be worn to school. All parts of the uniform should be labeled with the child’s name.

The administration reserves the right to make a judgment on the acceptability of a student's appearance and may require the student to remain at home until he/she can attend school with the proper uniform and personal appearance.

All PK1 and PK2 students are required to wear uniforms during the school months (August through May). Only in extreme cases will a uniform exemption pass be issued. Such a pass will be issued only when parents address the issue with the Principal and/or Director, and a verbal agreement has been made. The Administration has the right to deny the request, particularly if the requests become repetitive.

PK1 and PK2 students are also required to use the SLKF canvas tote bag every day. Tote bags must be embroidered with your child's last name. All uniform clothing, shoes, and canvas tote bags with embroidery must be purchased through Schiro's School Time Uniforms.

During the summer months (June and July), all Little Crusaders are welcome to wear play clothes. PK0 are allowed to attend school in play clothes all year long.

All Little Crusaders are asked to provide an extra set of clothes (pants/shorts, shirts, socks, and underwear, if applicable) to store in the classroom. Every child has an accident from time to time! Extra clothes can be play clothes and do not have to be a uniform. When PK2 students begin toilet training, we ask that you provide 2-3 extra sets of clothes in the classroom. Please discuss plans for toilet training with your child's teacher when you think your PK2 student is ready to begin.

All students are expected to follow all uniform regulations beginning on the first day of school. **STUDENTS NOT IN CONFORMITY WILL BE SENT HOME UNTIL GUIDELINES ARE MET.** Schiro's School Time has the complete list of all uniform guidelines. If a question arises during your visit, Schiro's School Time will contact SLKF for clarification.

BOYS UNIFORMS

PK1	PK2
Hunter Green Tee Shirts With Crusaders Logo	Hunter Green Pique Knit Shirts With Crusaders Logo
Navy Pull On Shorts And Pants	Navy Pull On Shorts And Pants
Blue Button-Down Cardigan (embroidered with last name)	Blue Button-Down Cardigan (embroidered with last name)
Blue Fleece-Lined Jacket (embroidered with last name)	Blue Fleece-Lined Jacket (embroidered with last name)
Black SLKF Socks	Black SLKF Socks
All Black Velcro Shoes	All Black Velcro Shoes

GIRLS UNIFORMS

PK1	PK2
Navy Blue Little Crusader Dress	Navy Blue Little Crusader Dress
Green Gingham Bloomers	Green Gingham Bloomers
White Peter Pan Collared Shirt (short or long sleeve)	White Peter Pan Collared Shirt (short or long sleeve)
White, black, or navy stockings/leggings for winter months	White, black, or navy stockings/leggings for winter months
Blue Button-Down Cardigan (embroidered with last name)	Blue Button-Down Cardigan (embroidered with last name)
Blue Fleece-Lined Jacket (embroidered with last name)	Blue Fleece-Lined Jacket (embroidered with last name)
White SLKF Socks	White SLKF Socks
Navy Blue Mary Jane Shoes	Navy Blue Mary Jane Shoes

SCHOOL BAGS

PK0	PK1 and PK2
Small/medium diaper bag	SLKF Canvas Tote Bag
Bag must fit inside the student's cubby in the classroom.	Bag must be embroidered with the student's last name and purchased at Schiro's.

OPERATIONAL POLICIES

Parents must keep in mind that SLKF's main priority during drop-off and pick-up is safety for our students. Therefore, we ask that parents pay close attention to the following rules and regulations for both drop-off and pick-up.

Each Little Crusader family will be given a unique code that will give them access to the doors on Lake Avenue and Poplar Street. These codes will only work during SLKF operating hours (Monday–Friday; 7:30 am – 6:00 pm). Codes should never be shared with other families or anyone who is not listed as an authorized pick-up person for your child. We ask that all Little Crusader parents/guardians park along the Nursery Little Crusader Building on Poplar Street and walk with their child to either the entrance on the corner of Lake Avenue and Poplar Street or the cafeteria door located near the corner of Carrollton Avenue and Poplar Street. The Little Crusaders Building entry doors on Lake Avenue and Poplar Street will always remain locked. The door on Poplar Street will also be used by PK3-7th grade parents who are picking their children up from SLKF Aftercare in the afternoon/early evening hours. Aftercare teachers will be stationed at the Poplar Street door to allow access to parents who are picking up their PK3-7th-grade students. Little Crusaders' parents should use their code for entry at the door on Poplar Street. Since there will be increased traffic at the Poplar Street door in the afternoons, it is highly recommended that Little Crusader parents use the door on Lake Avenue, if possible. Please check your school calendar and read your weekly SLKF newsletter for details about aftercare closures.

The front doors located on the corner of Poplar Street and Lake Avenue will be accessible from **7:30 am - 6:00 pm** using your family keypad code. **If you are dropping off or picking up a child from Big School (PK3-7th grade) outside of their designated times, you MUST do so from the front office. Any families who utilize their family code for any reason other than dropping off and/or picking up their LITTLE CRUSADER student will have their family code revoked and be required to park on Poplar Street and walk to the office entrance on Carrollton Avenue to be granted access to campus every day.**

To keep our classrooms safe, calm, and healthy, parents are not permitted to enter the classrooms. Parents should bring their child to the classroom door, where teachers will greet the child, collect belongings, and welcome the child into the room for the day. We kindly ask that conversations with teachers during drop-off and pick-up be brief so teachers can remain focused on supervising the children in their care.

All children in PK0, PK1, and PK2 MUST be signed in and out via ProCare (see explanation of ProCare under the Communications section below) every day. Parents and students may not enter the building or classrooms prior to 7:30 am. All students must be picked up no later than 6:00 pm. **Any parents picking up their student(s) on or after 6:00 pm will be automatically charged a \$25 flat fee per child. After 6:15 pm, parents will be charged an additional \$1 per minute per child on top of the \$25 flat fee. Cash payment will only be accepted for these late fees and should be given directly to the teacher who remained in the classroom with the student(s).**

Dismissals for grades PK3 through 7th grade take place between 3:15 pm and 3:45 pm (2:30 pm and 3:00 pm on Mondays). We ask that no Little Crusader parents park in the large yard during this time. Safety is our primary concern. While parents are allowed to pick up their Little Crusaders at any time, please note that this is the busiest time of the day. Please plan for pick up to take longer than usual if you pick up during these times.

We ask all parents to be patient, courteous, and attentive during drop-off and pick-up, especially when “big school” traffic is also moving through campus. Please allow extra time if you choose to drop off or pick up during those busier

periods. SLKF will consistently enforce parking lot safety rules for the well-being of our students, families, faculty, and staff.

Please do not leave your car running while you are walking into the building. Children are on campus from 7:30 am until 6:00 pm. It would be an unfortunate accident if a car made a faulty shift into gear. Please turn your car engine off while you are walking into the building.

Finally, please do not leave any children in your parked car while you drop off, pick up, and/or run in quickly to drop something off at the office or your child's classroom. Heat in southern Louisiana is too extreme and can cause unnecessary harm to any children left in the car.

MORNING DROP OFF

The center opens at 7:30 am every morning. Children are not allowed into the building or classrooms before 7:30 am. Children may not enter the classroom without a teacher being present. It is recommended that students get to school no later than 8:30 am. Parents must walk their children to their classrooms. PK1 and PK2 begin their curriculum at 8:30 am every day. Late arrivals and absences are not counted. However, arriving for the start of their curriculum provides a consistent routine for the children and fosters a learning environment.

AFTERNOON PICK-UP

Please park along Poplar Street in the reserved nursery spots or along Carrollton Avenue. You must proceed to the entry doors on Lake Avenue or Poplar Street to enter the Little Crusader Building.

PLEASE DO NOT PARK BEHIND AND BLOCK CARS THAT ARE PARKED LEGALLY ALONG THE NURSERY BUILDING ON POPLAR STREET.

Students will only be released to the custodial parent(s) and/or specific persons who were granted permission by the custodial parent on the proper forms to pick up their child. Any adult arriving at the classroom to pick up will be REQUIRED to present proof of identification, typically a driver's license. This policy is NON-NEGOTIABLE and is implemented for the safety of our students. Please remind grandparents, aunts, uncles, friends, etc., to bring a form of identification with them at pick-up. Teachers will politely request adults to return to their car to get identification if they do not have it upon arrival. Students will not be released to unidentified persons.

If pick-up plans change during the day, please contact your child's teacher and send a written notification (in email format) to elc@slkfschool.com

RAINY DAY

Rainy day drop-offs and pick-ups will remain the same as regular drop-offs and pick-ups. If you need assistance, please call the front office, and we will do our best to accommodate you.

PARENTAL ACCESS POLICY

Parents are allowed to visit SLKF anytime during regular hours of operation and when children are present. Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education sessions, parent/teacher conference, Parents' Club meetings and hosted events, SLKF Men's Club Lenten Fish Fry Dinners, holiday party, or Little Crusaders' Family Mass. Parents/visitors are not allowed to regularly spend extended amounts of time inside the classroom. Extensive background checks are run on all adults who spend extended amounts of time with the students in the Little Crusaders Program.

ALCOHOL/TOBACCO/ILLEGAL SUBSTANCES POLICY

SLKF prohibits the use of alcohol and tobacco and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks and firearms, and pellet and BB guns on the center premises.

PK2 CONFERENCES

CONFERENCES ARE SCHEDULED FOR FRIDAY, JANUARY 29, 2027, AND FRIDAY, MAY 21, 2027.

PK2 teachers will hold parent/teacher conferences in January and in May. The date is posted above as well as in the school calendar. At that time, you will be given an evaluation consisting of your child's progress that has been observed throughout the semester. Please remember that if at any time during the year you would like to talk with the teacher, please request a date and time, and a meeting can be arranged when schedules allow. PK2 students DO NOT have school on the two conference days scheduled. The entire day is dedicated to teachers conducting one-on-one conferences with parents.

POTTY TRAINING

We understand that your child must be comfortable in their environment and feel confident to begin potty training. It is our goal to work with parents to help your child develop these skills. Your child's readiness will be handled on an individual basis. Potty training will not begin until both the teachers and parents agree that the student is ready. Once a child is ready to begin potty training, the classroom teachers can implement a sticker chart or reward system that works best for each individual child and is consistent with the system parents are using at home.

Please provide several changes of clothes to store in the classroom when training begins. Wet or soiled clothing and underwear will be sent home in a plastic bag daily to be laundered. Please return the clean clothing the following day.

Students must begin potty training in pull-ups with velcro sides until accidents are minimal. Pull-ups allow "accidents" to be contained. Due to health code regulations, pull-ups will be required until accidents occur less frequently. Guidelines at SLKF state that students must consistently have fewer than two accidents per day in order to wear underwear while in the classroom. Teachers will treat pull-ups just as they would underwear. They will offer the bathroom at regular intervals. Individual cases are to be discussed with the teachers and/or the Director, if necessary. According to health regulations, potty training can only occur in classrooms with bathroom facilities located in the classroom. At this time, SLKF can only offer potty training in our PK2 classrooms.

POTTY TRAINED POLICY FOR PK3

FOR YOUR REFERENCE AND FUTURE PLANNING:

Students entering PK3 must be independently toilet trained before the first day of school.

Students must be able to:

- Recognize the need to use the restroom.
- Use the restroom independently.
- Manage clothing without assistance.
- Wipe independently.
- Flush the toilet.
- Wash hands independently.

- Remain dry throughout the school day, including rest time.

****Please note:**

- **Pull-ups are not permitted.**
- If a child is not independently toilet trained by the first day of school, he or she will remain in PK2, if space is available, until ready for PK3. If a PK2 space is unavailable, the child will need additional time at home until these skills have been developed.
- Parents should provide a complete change of clothes that will remain at school throughout the year.
- While occasional accidents may occur, school staff will assist children in changing and parents will be notified. If extra clothing is unavailable, a parent or guardian will be asked to bring a change of clothes or come to school to assist.
- If a student has **two potty accidents in one day**, the student will be sent home for the remainder of the day.
- If a student is sent home **three times in the same week** due to potty accidents, the family will meet with school administration to develop a plan to support the child's successful transition to PK3.

BIRTHDAYS & CLASS PARTIES

We love celebrating our Little Crusaders! If you would like to send a birthday treat, such as cupcakes or cookies, please coordinate with your child's teacher in advance. Students must have a signed permission slip stating that they can have special treats at school. We kindly ask that families not provide lunch for the entire class. To help us honor allergies, dietary needs, and classroom routines, please receive teacher approval before sending or distributing any special snacks.

If birthday party invitations are brought to school, please include an invitation for every child in the class so that all children feel included.

LUNCH/SNACKS

PK0: Bottles must be brought to school prepared daily. Once your child begins eating solid foods, you must provide all food and snacks in sealed and labeled containers. Each child will have a labeled container in the classroom refrigerator to place all food that requires refrigeration. Bottles, food, and snacks are not kept in the classroom overnight. All extra snacks must be sent home daily.

PK1 SLKF will provide morning and afternoon snacks for your children. Snacks can include Cheerios, Goldfish, Graham Crackers, Fruit Loops, Ritz crackers, etc. Parents must bring lunch every day for their child. Please make sure that you send finger food. Teachers do not individually feed students in PK1. In addition, parents should send one Sippy cup filled with water daily. Teachers will refill the cups with water as needed. Sippy cups can be placed in the classroom refrigerator. Lunch must be packed in a lunch bag/lunch kit with ice packs, if necessary. Due to limited storage, lunches cannot be placed in the classroom refrigerator. Lunches cannot be warmed in microwaves in PK1. SLKF recommends using Bentgo boxes or thermally insulated containers for hot foods.

PK2 SLKF will provide morning and afternoon snacks. Parents in PK2 have the option of bringing lunch on a daily basis or ordering a hot lunch from the cafeteria. If you choose to send a lunch in PK2, please provide finger foods, such as sandwiches, cheese, and crackers, with an ice pack in the lunch box. Lunches cannot be warmed in microwaves in PK2. Limited storage does not allow us to store lunches in the refrigerator.

****Please be aware that in accordance with the Department of State Licensing, teachers are not allowed to force a child to finish all their food.** While SLKF teachers and Administration are well-versed in the importance of healthy eating and proper nutrition, we cannot abide by the rules of parents who request that their child eat every bite of their food if the child refuses the food. We will gently encourage and update parents on their child's eating habits.

Food that is being brought from home may not consist of the following due to the possibility of the food item being a choking hazard: **whole hot dogs, hot dogs sliced in rounds (cut them in quarters), raw carrot rounds, whole grapes (grapes must be cut in quarters), hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, a spoonful of peanut butter and chunks of meat larger than what can be swallowed whole. These foods are considered a choking hazard for children under the age of four.**

SLKF Lunch Program

School Food and Nutrition Services of New Orleans provides a daily lunch program for PK2-7th grade St. Louis King of France Catholic School students. The cafeteria staff is committed to providing nutritious, well-balanced meals that support healthy eating habits and student wellness.

Lunches and snacks must be prepaid through the School Food and Nutrition Services designated payment system. Parents are responsible for maintaining sufficient funds in their child's lunch account throughout the school year.

Students whose lunch accounts do not have sufficient funds should bring a lunch from home. To promote healthy eating habits and provide consistency for all students, restaurant or fast-food meals may not be dropped off during the school day. Home-packed lunches should be simple and ready to eat.

Current lunch prices, payment information, menus, and additional information about the school lunch program can be found at www.schoolcafe.org. Families with questions about the lunch program are encouraged to contact School Food and Nutrition Services of New Orleans at (504) 596-3434.

TOYS

Personal toys must remain at home. The school provides toys, games, activities, and materials for all children to enjoy together. Personal toys can become lost or broken, which can be upsetting for children. If a “lovie” is brought for naptime, it may only be used during naptime and will remain stored in the child’s cubby at all other times. **Pacifiers with stuffed or cloth animals attached are not allowed at school. State Licensing considers the animal a toy, and toys are not allowed in cribs while babies sleep.**

FINANCIAL OBLIGATIONS

Tuition is withdrawn from your bank checking or savings account on the 5th of each month beginning on August 5, 2026 and ending on July 5, 2027 for 12-month students or ending on May 5, 2027 for 10-month students.

If your account is overdrawn on the 5th, the tuition will be deducted again on the 15th of the month including a \$50.00 processing fee. If your account is overdrawn a 2nd time, the amount will be pulled on the 25th of the month including a \$100.00 processing fee. If overdrawn a 3rd time, your child cannot return to school until all financial obligations are current.

1. In extreme cases of delinquency or default, the school reserves the right to deny a family admittance and/or the option of financing tuition the following year.
2. A fee of \$50.00 will be assessed on all NSF checks. Once we have received an NSF check, we will no longer be able to accept a check. A money order or cash will be required.
3. Registration fees and school fees are **NON-REFUNDABLE and NON-TRANSFERABLE**.
4. If you choose the 12-month payment plan, this covers the months of August - July. If you choose the 10-month payment plan, this covers the months of August - May. Ten month children’s last day will be the 31st of May or the last Friday of the month of May. If you change your mind from the 10-month plan and want your child to stay for 12 months, please contact Ms. Danielle Neyrey at dneyrey@slkfschool.com. Ms. Neyrey will adjust your account. If you chose the 12-month plan but want to change to the 10-month plan, please know there will be a

difference of payment due. Twelve month payments are spread out over a longer period of time which accounts for the difference in payment due at the time of the change.

5. If, for any reason, parents decide to withdraw their child from SLKF Little Crusaders, 30 days WRITTEN notice must be provided to the director. Without 30 days' written notification, parents will be held responsible for monthly payments.

******IMPORTANT NOTE ABOUT TUITION FOR PK2 PARENTS******

Payments for the Little Crusaders enrolled in our 12-month program begin on August 5th and continue on the 5th of every month until July. The 12-month payment plan begins on the 5th of June and continues through the 5th of May. Due to these payment schedules, parents with children in PK2 going into PK3 will pay the last two months of PK2 (June and July) and the first two months of PK3 (June and July) together. Please take note and make any necessary arrangements ahead of time.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

FEES

Registration fees and school fees are non-refundable and non-transferable. All other fees are mandated as per guidelines from the Archdiocese of New Orleans for all parochial schools.

PARISH SUPPORT FEE (PK0-7TH grade students): \$350.00 per student

The Parish Support Fee is waived for those families who are deemed active, registered, and supporting of St. Louis King of France Church and Parish by the pastor. To qualify for the waiver, a family should be registered in the parish through the Church rectory and, most importantly, attend Sunday Mass weekly at St. Louis King of France Church. In addition, a family is expected to make minimum annual offertory contributions of \$400.00. At the time of registration, records of contributions shall be reviewed. Families whose contributions are current at that time will not be assessed the fee and shall be expected to maintain the appropriate contributions through the remainder of the year. Failure to contribute the minimum by the end of the previous calendar year will result in the fee being assessed at a later date.

Families who are active, registered, and supporting in another church parish, may apply for a voucher through their home parish to pay the fee.

CUSTODY INFORMATION

To support each student and comply with legal requirements, parents or guardians must provide the school with the most current certified copies of all court orders, custody decrees, judgments, or other legal documents that affect custody, visitation, decision-making authority, the release of a student, or access to educational records.

The school will follow the terms of the most current legal documents on file. Unless a court order expressly provides otherwise, both parents have access to their child's educational records and school-related information in accordance with applicable law and Archdiocesan policy.

Parents or guardians are responsible for promptly notifying the school of any changes to custody or legal arrangements and providing updated certified legal documentation. It is the custodial parents' responsibility to update the SKLF student database with names of approved adults for pick up and remove any individuals names who are no longer allowed to pick up students. For the safety of our students, children will only be released to individuals listed on their authorized pick-up list.

COMMUNICATION

Daily parent/teacher communication will take place via ProCare. Student attendance, parent communication, incident/illness/daily reports, diaper changes, feedings, and other daily updates will be sent to parents electronically. Parents will scan a classroom QR code or enter their personal ProCare PIN number to sign their child in and out of the classroom.

We encourage family involvement and believe strong home-school communication supports each child and strengthens our school community. The school may communicate student progress and important information through ProCare, face-to-face conversations at drop-off and pick-up, conferences, personal notes, phone calls, announcements in the SLKF app, *ParentAlert* texts, and/or FACTS. The Crusader Connection is sent to parents by email every Monday and contains important updates for families and students. Please read it carefully so you remain informed about what is happening at SLKF.

It is the parent's responsibility to check the school website frequently. The school website can be found at <http://slkfschool.com>. It is also very important that we have the most current and up-to-date contact information for our records so that we can keep you up to date. You can make any and all changes to your contact information and your child's demographics by logging into your FACTS account at www.factsmgt.com. It is the parents responsibility to keep all information in the FACTS database up to date.

For those who are new to St. Louis King of France School as well as for returning parents/students, our primary gateway for communication will be through FACTS. FACTS is designed to give you access to a wealth of information such as: instant access to view/update demographic information, personalized and combined calendars that include important dates, field trips, special school events, letters, forms, etc. Every family created a FACTS account when they were offered registration. Please check FACTS often for notifications and/or ensure that you have your settings programmed to receive notifications via email or your Smart device when updates are posted. To gain access to your FACTS account, go to www.factsmgt.com and choose the login option at the top right of the page, then select FACTS Family Portal. Once there, you will need to enter the school's District Code, which is: SLK-LA. You will also need to have an email address and your password to use for this portal. This information was created when you completed the registration process. As always, you can send an email to our technology coordinator, Eric McCrary at emccrary@slkfschool.com with any questions or concerns you may have regarding FACTS. Any financial questions about your FACTS account should be directed to Danielle Neyrey at dneyrey@slkfschool.com.

CONTACTING A TEACHER OR EARLY CHILDHOOD DIRECTOR

If you wish to contact a teacher, please call the school office and leave a message, or use the approved classroom communication tools. Please do not contact teachers by personal cell phone regarding your child's care at SLKF. Classroom phones and ProCare are the appropriate communication methods for school-related matters. Cell phone communication between parents and teachers should be limited to outside babysitting or matters unrelated to SLKF. Teachers may not use personal cell phones while clocked in for their shifts between 7:30 am and 6:00 pm, Monday through Friday.

A teacher should be contacted before contacting the Director regarding classroom issues. If you are dissatisfied with the Director's response, please contact the Principal.

EMERGENCIES

When an emergency arises, you will be notified via FACTS. FACTS has a component in place that will notify you via cell phone, home phone, and/or email regarding important notifications related to St. Louis King of France School. Parents who do not have a cell phone number in FACTS or have an invalid cell phone number in FACTS will not receive texts from SLKF.

In the case of hurricanes, disasters, or other emergencies, SLKF will close when the Jefferson Parish and/or Orleans Parish school system closes. Please do not call the school office and tie up the phone lines. Parents will be notified through “*Parent Alert*”. It is imperative that we have current telephone numbers in FACTS. To update phone numbers please go to www.factsmgt.com, click on the blue login button at the top right of the screen, choose FACTS Family Portal, enter the district code SLK-LA, your username, and password, and navigate to through the menu on the left of the screen to update all contact information. The official listening posts for the Office of Catholic Schools are WWLAM 870, WWL-TV Channel 4, WDSU-TV Channel 6, FOX-TV Channel 8, and ABC-TV Channel 26. The Jefferson and Orleans Parish School Systems and the Archdiocese of New Orleans decide upon school closures. St. Louis King of France School follows direct orders from the Archdiocese of New Orleans.

In rare events, the Archdiocese of New Orleans may choose to shut down the Catholic schools within the Archdiocese despite Jefferson Parish and Orleans Parish School Systems’ choice(s) to remain open. St. Louis King of France operates as a school within the Archdiocese of New Orleans and will follow the procedure as laid out by the Archdiocese of New Orleans, even if it contradicts the Jefferson Parish and Orleans Parish School Systems. These cases are extremely rare. Should such a decision be made, parents will be notified via “*Parent Alert*.”

FAMILY SERVICE HOURS

We believe that service is at the heart of our Catholic faith. Jesus calls each of us to serve others with generous hearts, and one of the greatest gifts we can give our children is the example of living our faith through service. Your involvement helps make many of the experiences our students enjoy possible.

We ask each family to participate in our Family Service Program by volunteering throughout the school year. The success of our school events depends on the service of our families.

To support this mission, each family is asked to complete **10 Family Service Hours** during the school year.

- **One (1) service hours** are fulfilled by volunteering at **Bucktown Seafood Festival**, our largest annual fundraiser. Each family is asked to complete one two-hour volunteer shift during the festival
- If a parent is unable to volunteer, another adult (18 years of age or older), such as a grandparent, aunt, uncle, family friend, or neighbor, may complete the shift on the family's behalf.
- The remaining **nine (9) service hours** may be completed by volunteering at approved school events, activities, and service opportunities throughout the school year.

To recognize families for their commitment to our school community, families will earn entries into the school's 2027-2028 Free Tuition Raffle based on the total number of service hours completed during the school year:

- **5 service hours:** One (1) raffle ticket
- **8 service hours:** Two (2) raffle tickets
- **10 or more service hours:** Three (3) raffle tickets

We recognize that every family's schedule is different and strive to offer a variety of volunteer opportunities throughout the year.

[HelpCounter](#)

HelpCounter is St. Louis King of France Catholic School's online volunteer management system. Families use HelpCounter to view volunteer opportunities, sign up for service events, and track completed service hours throughout the school year. One of the first tasks for all families is to create (or update) their HelpCounter account and become familiar with the volunteer opportunities available throughout the year. HelpCounter can be accessed through the website or by selecting the Volunteer tab in the SLKF app.

New Families

Families who are new to SLKF should create a HelpCounter account before signing up for volunteer opportunities. To create a new account, visit: <https://helpcounter.kiosk.com/ci/volunteer/createAccount>

Additional instructions and volunteer opportunities will be available through HelpCounter throughout the school year.

Returning Families

Returning families should continue using the same HelpCounter account and login credentials from the previous school year. If you have forgotten your username or password, please use the password recovery feature on the HelpCounter website or contact the school office for assistance.

CHILD ABUSE AND NEGLECT POLICY

All SLKF faculty and staff are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest, or sleep as punishment is prohibited. If any type of abuse or neglect is suspected, it will be reported to the Department of Children and Family Services or the police in the civil parish in which the child resides. Reports can be made at 1-855-452-5437.

ASBESTOS

In accordance with the Asbestos Hazardous Emergency Relief Act (AHEAR), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for review in the Principal's office during school hours. If you would like a copy of the plan, it will be made available at the cost of \$25.00.

2026-2027 SCHOOL CALENDAR

The SLKF 2026-2027 school calendar can be found [here](#).

MANDATORY SCHOOLWIDE SHUTDOWN AND OPERATING GUIDELINES

In the event of any mandatory shutdown, SLKF Administration will update parents via email, text, letters, and/or other school communication channels regarding any special guidelines during the closing and/or reopening of our school.

Guidelines, rules, and policies contained within this handbook are subject to change as the Department of State Licensing, Department of Education, Department of Health, federal, state, and local agencies, the Archdiocese of New Orleans, and SLKF deem necessary to comply with safety regulations. Please check school correspondence regularly to ensure you have the most up-to-date information.

RIGHT TO AMEND

The school administration retains the right to amend this handbook in its sole discretion. Students and parents will be notified promptly if changes are made.

Families are expected to support and follow the rules, regulations, and future amendments outlined in this handbook. A cooperative partnership between home and school helps protect the well-being of students and supports the mission of St. Louis King of France School.

EMERGENCY PREPAREDNESS

During times of inclement weather, power outages, or other emergencies, St. Louis King of France will follow the schedule for early dismissals and school closures of both Jefferson and Orleans Parish School Systems. Please tune in to your local news station for school closure information.

Regular fire drills and tornado drills are conducted with the student body and faculty. Biannual emergency evacuation drills are also conducted.

Teachers are trained to remain with their students in the classroom during emergencies unless circumstances warrant a relocation of the students to somewhere else on campus. Master binders are kept up to date with parent contact information and pertinent student information. It is imperative that parents update the teachers and front office of any updates regarding contact information. Parents can update demographic information using FACTS. Every parent will be given instructions on how to sign up with FACTS. Teachers keep on record what parents provide. If parents fail to update their contact information, SLKF will be unable to reach them in emergency situations. St. Louis King of France School has a system to contact all parents during emergencies. If, for any reason, the school needs to contact parents during emergencies, they will be notified via “*Parent Alert*” on FACTS. “*Parent Alert*” is a system in place that will notify you via your primary contact phone number recorded in FACTS. In extreme emergencies, parents will be notified on all levels of communication held on file in FACTS (cell phone, home phone, email, etc.) The message will give further instruction on the particular situation.

In the case of hurricanes, disasters or other emergencies, St. Louis King of France will close when the Jefferson Parish and/or Orleans Parish School Systems close. Please do not call the school office and tie up the phone lines. Parents will be notified through “*Parent Alert*”. It is imperative that we have current telephone numbers on file in the school office. The official listening posts for the Office of Catholic Schools are WWL-AM 870, WWL-TV Channel 4, WDSU-TV Channel 6, FOX-TV Channel 8, and ABC-TV Channel 26.

Evacuation kits are kept up to date and on site in cases of emergency. Evacuation kits include emergency phone numbers, first aid supplies, hand sanitizer, wet wipes, tissue, diapers, plastic bags for diapers, battery powered flashlight, battery powered radio, batteries, infant food, disposable cups, and bottled water for every child.

ATTACHMENTS

Little Crusader Biting Policy 2026-2027

A child biting other children is one of group childcare's most common and challenging behaviors. It can occur without warning, it is difficult to defend against, and it provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. They try it out to get what they want from other children. They are learning what is socially acceptable and what is not.

For some children, biting is a persistent and chronic problem. They may bite for various reasons, such as teething, frustration, inadequate language skills, stress, or a change in the environment, feeling threatened, or feeling a sense of power.

After consulting with childcare experts and manuals, we have developed the following plan to be used when biting occurs in the classrooms.

For the biter:

1. The child is immediately removed from the situation using words such as "biting is not okay- it hurts." Avoid any response that reinforces the biting or calls attention to the biter. All caring attention is focused on the child bitten.
2. After talking to the child and sitting away from the other children, the child will be redirected to another activity.
3. An accident report will be written digitally for both the biter and the child who was bitten. Parents will be notified via a digital report through ProCare and/or by phone.

***If the child bites two times in any one day, the child will be sent home for the remainder of the day. *If the skin is broken due to a bite at any time, the child will be sent home immediately.**

*If the biting continues and is severe, a meeting will occur with the Principal and Director to discuss further actions. If parents are responsive to suggestions (such as purchasing a Lego teething necklace, completing a hearing test, speech evaluation, or behavioral assessment), we will continue working with the child and family. Please be aware that the safety of the children is always a top priority for the Principal, Director, and teachers at SLKF. We will try to help a biter resolve the issues causing the biting. Specific details of any plan and treatments cannot be discussed with other parents/families. **If a biter continues to bite after several plans have been implemented to prevent biting, it is at the Principal's and Director's discretion to ask the child to leave the Nursery.**

For the victim:

1. The child is separated from the biter.
2. The child is comforted, and first aid is administered. Bites that break the skin will be cleaned with antibacterial soap and water only, per Office of Public Health policies.
3. An accident report will be written, and the victim's parents will be notified in writing. (Notified by phone if the skin is broken)

Some things the teachers do to minimize biting in the childcare setting are:

- o Closely watch the biter to redirect if necessary. Teachers can't shadow an individual student based on our class ratios.
 - o Use word phrases such as "Biting hurts" and "We use our teeth for food."
- o Begin observation logs for repeated biters to identify triggers for the biting. Once triggers have been identified, teachers may change the schedule, classroom, groups, etc.
 - o Provide frozen or plastic teething rings for those who need something to chew on.
 - o Provide supportive information to parents worried about their child's biting and suggest how to stop it.

Parent Signature: _____ **Date:** _____

St. Louis King of France Little Crusaders 2026-2027

Illness/Unusual Behavior Policies

Children will occasionally get sick and either need to be sent home for proper rest and care or to receive proper medical attention. It is always our top priority to ensure that all children are healthy and happy. The following is a list of mandated guidelines for particular illnesses. Please understand that this is not an exhaustive list. It includes common illnesses for infants and toddlers. To maintain a safe and healthy environment, we will enforce the following guidelines, as mandated by the Department of Health in Title 51, PUBLIC HEALTH—SANITARY CODE Part XXI. Day Care Centers and Residential Facilities.

Illness	When the Child Can Return to School
Fever of unknown origin (100.4 or greater) and some behavioral signs of illness	Fever free WITHOUT medication for 24 hours or cleared by the child's physician
Pinkeye	24 hours AFTER starting drops
Vomiting	Eating and drinking normally for 24 hours, symptom-free
Undiagnosed rash/skin infection	Cleared by the child's physician as non-contagious
Diarrhea: One (1) uncontained diarrhea OR Two (2) times or more	Eating and drinking normally for 24 hours WITHOUT diarrhea, or cleared by the child's physician
Mouth sores with drooling	With a doctor's note
Severe cough	With a doctor's note
Ear Pain/Infection	With a doctor's note
Sore Throat	With a doctor's note
Staph Infection	Day after treatment, WITH a doctor's note. The area must remain covered at all times.
Flu	Symptom-free and fever-free without medication for 24 hours
Hand, Foot & Mouth	Day after treatment, WITH doctor's note. ALL open sores MUST remain covered.
Chicken Pox	Skin lesions (blisters) all scabbed over

I, _____, understand that St. Louis King of France will follow the guidelines listed above for illnesses and unusual behaviors. If my child is not picked up **within an hour** after I have been contacted, SLKF and its administration are instructed by the Department of Education and the Department of Health to call for an ambulance to pick up my child and transport them to the nearest hospital for proper medical attention if deemed necessary. I also understand that SLKF reserves the right to request my child be picked up if he/she elicits any unexplained and/or uncommon symptoms and behaviors. I understand that these guidelines are created for the health and safety of my child, as well as my child's classmates.

Name of Child: _____ Signature of Parent: _____

Date: _____

St. Louis King of France Little Crusaders

Anaphylaxis and Stock Epinephrine Policy for Early Childcare Centers

Millions of children, teens, and adults have food allergies that place them at risk for severe, life-threatening reactions. One in four children will have their first allergic reaction at school, and nearly one in five children with known food allergies will have a reaction at school. To optimize the safety of children with food allergies, our center has adopted the following policies, hereby termed “commitments,” for our center and families. SLKF - Little Crusaders, our students, and our students’ families all share the common goal: ensuring the student receives the highest quality education in a safe and inclusive learning environment. This “Anaphylaxis and Stock Epinephrine Policy for Early Childcare Centers” will help provide the student with a safe and inclusive educational experience.

SLKF - Little Crusaders Commitments

We will:

- Educate our entire staff on food allergy and anaphylaxis.
- Abide by all applicable laws and policies relevant to this student with food allergy, including but not limited to the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504, and any pertinent local policies.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Review all health information submitted by the student’s care team including but not limited to parents and medical providers.
- Have a medical emergency response plan (MERP) including a medical emergency response team (MERT).
- Work with SLKF Little Crusaders teachers to practice the MERT with the student’s Anaphylaxis Action Plan before an allergic reaction occurs.
- Debrief on MERP drills to assure the efficiency/effectiveness of the plans. • Provide all SLKF Little Crusaders teachers with annual re-education on student- relevant medical issues, including but not limited to food allergies and anaphylaxis. • Not prohibit participation in ANY SLKF Little Crusaders activities due to the student’s food allergy.
- Assure that all staff, including substitutes, who interact with the student understand food allergy, can recognize symptoms of anaphylaxis, and know what to do in an emergency including the administration of an epinephrine auto-injector. • Confirm that the student has access to epinephrine at all times.
 - Epinephrine may be kept in an easily accessible secure but not locked location central to SLKF Little Crusaders personnel who are properly trained in epinephrine administration.
 - Stock epinephrine is also available.
- Designate response role(s) to Little Crusaders teachers who are properly trained to administer epinephrine in accordance with the policies governing the administration of epinephrine.
- Be prepared to handle a reaction and ensure that multiple, epinephrine-trained staff members are available during the day during the SLKF Little Crusaders’ day regardless of time or location.
- **The Family’s Commitments**

We will:

- Notify SLKF - Little Crusaders of our child’s allergies.
- Provide SLKF - Little Crusaders with a physician-signed Food Allergy and Anaphylaxis Action Plan. This plan will include detailed, clear instructions for how to prevent an allergic reaction by detailing food(s) that must be avoided as well and when and how to administer emergency medication.
- Work with the Little Crusaders teachers to develop a plan that accommodates our child’s needs throughout the SLKF Little Crusaders facility, including in the classroom, in after-care programs, during center-sponsored activities.
- Provide properly labeled medications and replace medications after use and/or prior to expiration.
- Review policies/procedures with Little Crusaders teachers, our child’s health care provider, and our child (if age-appropriate).
- Provide emergency contact information

ST. LOUIS KING OF FRANCE SCHOOL

SIGNATURE PAGE

for the
2026-2027 SCHOOL HANDBOOK AND SCHOOL CALENDAR

This is the St. Louis King of France School Little Crusader Handbook. Please read it carefully.

Every effort has been made to be as accurate as possible. In the event an error or conflict should appear between this handbook and any other St. Louis King of France policy, that policy - not this handbook - shall prevail.

SLKF Administration strives to include all necessary school guidelines during the governing phases of federal/state/parish governments, educational and health agencies, Archdiocesan policies, and during SLKF's regular operating procedures. As guidelines are amended, rules/procedures contained within this handbook may need to be amended. Any changes that take place will be communicated with parents via email, text, and/or the school website. Please stay abreast of all changes. This handbook is up to date as of July 2026.

PLEASE SIGN BELOW AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER ON YOUR CHILD'S FIRST DAY.

I have read the St. Louis King of France School Little Crusader Handbook and Calendar for the 2026-2027 school year. I acknowledge, understand, and agree to abide all provisions of the Little Crusader Handbook and Calendar for the 2026-2027 school year.

Parent/Guardian Signature

Parent Name (Printed)

Student Name

Class

Date