

# **St. Louis King of France School**



## **Little Crusader Parent Handbook**

**2022-2023**

1609 Carrollton Avenue  
Metairie, LA 70005

(504) 833-8224

[www.slkfschool.com](http://www.slkfschool.com)

**OFFICE HOURS: 7:30 A.M. – 6:00 P.M.**

**Reverend Mark S. Raphael, Ph.D., Pastor**  
**Pamela K. Schott, Principal**  
**Stacie Bourgeois, Early Childhood Director**



## St. Louis King of France Catholic School

1609 Carrollton Avenue

Metairie, Louisiana 70005

Office: 504-833-8224 \* Fax: 504-838-9938

[www.slkfschool.com](http://www.slkfschool.com)

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Pamela K. Schott, Principal

Reverend Mark Raphael, Ph.D., Pastor

### A Message from the Director

First and foremost, I would like to welcome you to the Little Crusaders Early Childhood Program at St. Louis King of France Catholic School. We thank you for entrusting us with the care and development of your child. The Little Crusaders Program strives to be at the forefront of care and education. We take great pride in our Little Crusaders Program. Above all, we care for, nurture, and love every Little Crusader at SLKF. Our added curriculum for PK1 and PK2, along with Spanish, Music, P.E., and Library classes, sets us apart and is proven to prepare children for their next big step into lower school. Our infants also get the added benefit of teachers introducing baby sign language, reading books, and working on art projects together among other fun and exciting activities.

Here at St. Louis King of France School:

- Your child will grow socially, emotionally, cognitively, and physically with the support and care of their teachers.
- Young children are given the predictable daily routines they require to develop appropriate limits and boundaries.
- Children will learn through meaningful, hands-on experiences.
- Children will develop a variety of age-appropriate developmental tasks to increase skills in all areas of development including: thinking, reasoning, speech/language, and fine/gross motor skills.
- We believe that play is the work of young children. Preschoolers learn from a variety of teacher-directed, child initiated learning activities.
- We strive to provide a safe and supportive, well-organized, engaging environment that encourages children to play, interact, and share with each other.
- The classroom environment will encourage curiosity, exploration, and discovery in order for children to develop into life-long learners.
- Our teachers are caring, patient, creative, and supportive to all needs of the children by understanding and respecting that each child has their own growth rate and individuality.

As the director of Early Childhood at St. Louis King of France, I strive to improve the program daily and watch our little ones develop their minds and spirits for their coming years in lower school. I personally look forward to getting to know your preschooler and your family over the next year! If you need any assistance throughout the year please contact me and I will be happy to help you in any way possible.

All my best,

*Stacie J. Bourgeois*

Stacie Bourgeois  
Director of Early Childhood Education

<b>HISTORY OF ST. LOUIS KING OF FRANCE CATHOLIC CHURCH AND SCHOOL.....</b>	<b>6</b>
<b>MISSION STATEMENT OF THE LITTLE CRUSADERS EARLY CHILDHOOD PROGRAM .....</b>	<b>6</b>
<b>PHILOSOPHY OF THE LITTLE CRUSADERS EARLY CHILDHOOD PROGRAM .....</b>	<b>7</b>
<b>ADMISSIONS POLICY.....</b>	<b>7</b>
Age and Developmental Requirements .....	8
Admission Records.....	8
Policy on Parental Cooperation as a Condition of Enrollment.....	8
Policy on Special Accommodations .....	9
<b>POLICIES ON STUDENT RECORDS .....</b>	<b>9</b>
<b>LICENSING .....</b>	<b>10</b>
<b>PROGRAM .....</b>	<b>11</b>
Class Size .....	11
Curriculum .....	11
Our Curriculum: .....	11
Co-Curricular Classes.....	12
Technology in Classrooms .....	12
Programs, Movies, Videos Policy.....	13
Physical Activity/Rest Time/Schedules.....	13
Safe Sleep Practices (PK0) .....	13
Naptime (PK1 and PK2) .....	14
<b>STAFF CREDENTIALS/TRAINING .....</b>	<b>14</b>
<b>GUIDANCE AND DISCIPLINE .....</b>	<b>15</b>
RESPECT.....	16
<b>COMPLAINT POLICY.....</b>	<b>17</b>
<b>CLEANING.....</b>	<b>17</b>
INFECTION CONTROL PRACTICES AND DISEASE PREVENTION .....	18
<b>BITING.....</b>	<b>18</b>
<b>INJURIES.....</b>	<b>18</b>
<b>ATTENDANCE.....</b>	<b>19</b>
<b>UNIFORM REGULATION .....</b>	<b>20</b>
BOYS.....	21
GIRLS .....	21

SCHOOL BAGS .....	21
<b>MORNING DROP OFF AND AFTERNOON PICK-UP .....</b>	<b>22</b>
Morning Drop Off .....	23
Afternoon Pick-Up .....	23
Rainy Day.....	24
Parental/Sibling Access Policy .....	24
<b>Emergency Preparedness/Evacuation Planning/School Closures/Crisis Plan .....</b>	<b>25</b>
Crisis Management Plan/Emergency Preparedness Plan .....	26
Crisis Management Team Organizational Chart.....	26
Crisis Management Team Member Roles .....	27
Crisis Management Plan.....	28
Crisis Management Plan Appendix.....	29
<b>APPENDIX.....</b>	<b>38</b>
APPENDIX A .....	39
BOMB THREAT REPORT FORM .....	39
APPENDIX B .....	40
ACCIDENT/INCIDENT/INJURY FORM .....	40
SLKF FIRE ESCAPE PLAN.....	41
TORNADO DRILL .....	42
EVACUATION PLAN .....	43
Alcohol/Tobacco/Illegal Substances Policy.....	44
<b>ILLNESSES AND MEDICATION .....</b>	<b>44</b>
<b>LICE POLICY .....</b>	<b>45</b>
<b>STUDENT IMMUNIZATIONS .....</b>	<b>46</b>
<b>PK2 CONFERENCES.....</b>	<b>46</b>
<b>PK2 FIELD TRIPS.....</b>	<b>46</b>
<b>TOILET TRAINING.....</b>	<b>46</b>
<b>PARTIES.....</b>	<b>47</b>
<b>LUNCH/SNACKS .....</b>	<b>47</b>
<b>FRESH FORK CATERING LUNCH PROGRAM (PK2 ONLY) .....</b>	<b>48</b>
<b>TOYS.....</b>	<b>48</b>
<b>FINANCIAL OBLIGATIONS.....</b>	<b>48</b>

<b>****IMPORTANT NOTE ABOUT TUITION FOR PK2 PARENTS****</b> .....	<b>49</b>
<b>DIVORCED/SEPARATED PARENTS</b> .....	<b>49</b>
<b>COMMUNICATION</b> .....	<b>50</b>
Contacting A Teacher or the Early Childhood Director .....	<b>51</b>
Emergencies .....	<b>51</b>
<b>CELL PHONE POLICY</b> .....	<b>51</b>
<b>CHILD ABUSE AND NEGLECT POLICY</b> .....	<b>52</b>
<b>ASBESTOS</b> .....	<b>52</b>
<b>2022-2023 SCHOOL CALENDAR</b> .....	<b>52</b>
<b>MANDATORY SCHOOLWIDE SHUTDOWN AND OPERATING GUIDELINES</b> .....	<b>52</b>
<b>RIGHT TO AMEND</b> .....	<b>53</b>
<b>ATTACHMENTS</b> .....	<b>54</b>
<b>LITTLE CRUSADERS 2022-2023 SCHOOL HOLIDAYS</b> .....	<b>55</b>
<b>BITING POLICY</b> .....	<b>57</b>
<b>Illness/Unusual Behavior Policies</b> .....	<b>58</b>
<b>St. Louis King of France Little Crusaders</b> .....	<b>59</b>
<b>Anaphylaxis and Stock Epinephrine Policy for Early Childcare Centers</b> .....	<b>59</b>
<b>SIGNATURE PAGE</b> .....	<b>61</b>

# **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: Nursery 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. Reverend Mark Raphael, Ph.D. 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 six civil parishes and thirty-eight different zip codes.

## **MISSION STATEMENT OF THE LITTLE CRUSADERS EARLY CHILDHOOD PROGRAM**

Our mission is to begin building Gospel values while guiding children to reach their highest developmental, social, and academic potential. The Little Crusaders Early Childhood Program will create and maintain a hands-on, child-centered early educational program while empowering families to participate in and enhance their children’s development. Our caring and nurturing environment will foster growth in language development, problem solving, as well as gross and fine motor skills, which will provide the building blocks for success in future learning.

# **PHILOSOPHY OF THE LITTLE CRUSADERS EARLY CHILDHOOD PROGRAM**

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 advocates open communication with parents, for they ultimately play the most vital role in their child's continued development. As much as we love to care for, nurture, and guide children, we believe that parents should also be encouraged to be active participants in their children's education and growth. Parents, teachers, and administrators share a common priority – to provide the best they possibly can for every child. Working together as a team, we will provide a strong foundation for our Little Crusaders to continue their academic, social, emotional, and physical successes.

## **ADMISSIONS POLICY**

St. Louis King of France Catholic School and Church prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry, or whether a child is being breastfed.

St. Louis King of France's Little Crusaders admissions will be offered based on the following priority levels:

1. Current students are offered registration in January, as mandated by the Archdiocese of New Orleans.
2. Children of registered parishioners.
3. Siblings of current students are offered registration shortly after current student registration is offered.

4. Open registration to fill any remaining spots will be offered in February, as mandated by the Archdiocese of New Orleans.
5. Once Little Crusader classrooms are filled to capacity, as mandated by the Department of State Licensing, a wait list will be maintained. Placement on the waitlist is on a first come, first served basis. Siblings of current students will be considered after registered parishioners. 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

PK1 and 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, 2022**  
Entering PK2: Must be 2 years old by **September 30, 2022**

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 determined after the Administration meets and discusses the circumstances with teachers and/or parent(s). The end goal is to create a team between Administration, parent(s), and teachers in order 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
- Custody papers (if applicable)

### Policy on Parental Cooperation as a Condition of Enrollment

While parents are entitled to their private opinions of school policies, decisions, and personnel, the school expects that all parents shall not engage in publicly expressing negative statements about the school, its policies, or its staff, including doing so through email, blogs, gossip, and social media. Just as parents expect the school to safeguard the reputations of their children and families, so does the school expect its families to safeguard the school's reputation and that of its staff. In the event that parents engage in such activities to the detriment of the smooth operation or good



name of the school and/or it's staff, the school reserves the right to demand that the parents withdraw their child/children from the school immediately.

### Policy on Special Accommodations

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 accommodations. 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 student. 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, physical therapists, etc.) are welcomed into the classroom if their services will aid in the growth and development of the student. However, therapists must first provide all proper LA State background checks and proper documentation and certification to the director before entering the classroom. In addition, 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 therapists or any person(s) 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 person(s) 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, special education records, disciplinary records, financial records in regards to payments of fees and/or tuition, and/or any and all other educational and/or social 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.

## 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](http://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 child care provider. The Statement of Deficiencies may be found on the Department of Education's website at [www.louisianabelieves.com](http://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  
FAX: (225) 342-2498

If you would like additional information on how to view or obtain copies of the Statement of Deficiencies, please contact our office at (225) 342-9905.

*Revised March 2018, as per state request.*

# PROGRAM

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. **\*Please note that parents will be charged \$1.00 per minute after 6:00 pm.**

## 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.

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

SLKF Little Crusader classrooms usually exceed these ratios. During most times, classroom ratios are 4:1 for PK0, 6:1 for PK1 and 8:1 for PK2.

## Curriculum

In the St. Louis King of France Little Crusaders Early Childhood Program, your child will begin to create the building blocks of learning through developmentally appropriate teaching. We are preparing our children to become successful, life-long learners.

As young learners, children will need the ability to:

- Communicate with and respect others, accept diversity and perform as members of a group
- Examine situations, make judgments, and solve problems
- Process information through spoken and written language
- Continue to learn new approaches, skills, and knowledge as needs change
- Work cooperatively with peers and teachers in a variety of settings

Research shows that children learn by doing, and they need many opportunities to explore and grow. Preschool activities foster creativity and promote emotional, cognitive, social, language, and physical development. These appropriate activities build self-esteem and enthusiasm for learning.

Our program curriculum is based on current research and sound educational theories of early childhood learning and development. We provide a wide range of hands-on, interactive materials allowing children to explore their surroundings.

## Our Curriculum:

- Provides consistency and a predictable routine, which is comforting to children. Children learn best when they are relaxed and can anticipate what will happen next.
- Allows for changes necessary to the varying developmental ages in a group. Even though the children are the same chronological age, their skill levels may vary.

- Encourages children to work together, share, and be successful at their individual skill level.
- Encourages participation in reading, listening, Spanish, art, music, dramatic play, and creative movement.
- Provides multi-sensory experiences that allow children to learn through touch, smell, taste, vision, and sound. Children learn best when information is provided through all senses.
- Invites exploration and discovery by including open-ended questions to promote thinking and problem solving.
- Encourages independence while following instructional and classroom rules.

Children learn and grow at different speeds, sometimes slowly and other times by leaps and bounds. We strive to provide a safe and loving environment for your child to learn and grow at their own pace and feel confident doing so.

Skills and curriculum are introduced in order to aid each child's ability to successfully learn and transition in a classroom setting. Parents are kept abreast of schedules, curriculum, and activities to extend learning time at home and beyond the classroom.

#### Co-Curricular Classes

Students in PK1 classrooms (Turtles, Ducks, Cheetahs, and Giraffes) will participate in extracurricular classes. These classes will include Spanish, music, and P.E. While the students remain in their classrooms during these subjects, SLKF teachers for these particular subjects (Ms. Bertha for Spanish, Mrs. Brocato for music, and Coach Mike for P.E.) will enter the classroom once per week to implement the lessons for the students.

Students in PK2 (Lions, Elephants, and Zebras) will also participate in extracurricular classes. These classes will include Spanish with Ms. Bertha, music with Mrs. Brocato, P.E. with Coach Mike, and library. PK2 students will participate in these classes once per week. They will walk to the "big school" classrooms for these subjects.

#### Technology in Classrooms

*"Modern technologies are very powerful because they rely on one of the most powerful genetic biases we do have – the preference for visually presented information. The human brain has a tremendous bias for visually presented information. Television, movies, videos, and most computer programs are very visually oriented and therefore attract and maintain the attention of young children."*

- Kimberly Moore Kneas, Ph.D. and Dr. Bruce Perry, Ph.D.

Television is not a part of everyday curriculum or routine. The television may be utilized on days of heavy rain and/or inclement weather when children are unable to get out of the classroom. All television programming will be educational and/or interactive. Time allowed for electric device activities for children age two and above shall not exceed two hours per day.

Each PK2 classroom is equipped with Apple TVs.

- Apple TVs are operated by wireless Internet and or syncing with other devices (phones, tablets, etc.) This allows the teacher to become mobile because she can manipulate material on the screen by using a remote while moving among the students.
- Apple TVs can be utilized to display student's work.
- Apple TVs can be used during transition times by displaying academically based videos that reinforce the lesson being introduced.
- Apple TVs provide unending options to play music for dance, movement, nursery rhymes, and kid-friendly songs.
- Apple TVs are a great way to reinforce lessons both visually and verbally. They can be used to display sight words, poems, numbers, shapes, charts, etc.

There are no computers in the classrooms for the children.

***Revised March 2018, as per state request.***

### Programs, Movies, Videos Policy

All television, video, DVD, or other programming shall be suitable for preschool aged children. "PG" programming or its television equivalent shall not be shown to Little Crusader students. All programming viewed by Little Crusader students will have a rating of "G." Programming shall be shown for a LIMITED amount of time and only during the days of heavy rain and/or inclement weather when students are unable to leave the classroom for physical activity for extended periods of time.

### Physical Activity/Rest Time/Schedules

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

Children age two and older shall be provided 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. 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.
- According to 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.

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

### Naptime (PK1 and PK2)

During naptime, everyone must lie down on his or her cots or mats and rest. If a child does not usually nap, he/she may have a book so that playing or talking is discouraged.

Children under age four shall have 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.

## **STAFF CREDENTIALS/TRAINING**

The Little Crusaders Program teachers undergo an extensive background check and training in order to work in the classroom with the children. To begin, each teacher must pass state and federal background checks. Once background checks are completed each staff member will participate in the following training:

- Classroom Management Skills
- Classroom Binder Review
- Review and Knowledge of all State Forms/Paperwork
- Safe Environment Training (The Archdiocese of New Orleans provides training for employees in the prevention of and recognition of child abuse.)
- CPR and First Aid Certification
- Each teacher must complete 12 hours of professional development including 3 hours of health and safety training every year.
- Department of Child and Family Services—Mandated Reporters

St. Louis King of France strives to employ certified teachers in our Little Crusaders program, as well as students earning their degree or advanced degrees in education and staff who have experience in childcare.

### **Provisional Employment for Staff Members of Learning Centers:**

1. A center may provisionally employ as a staff member, a person for whom it has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes.
2. A provisionally-employed staff member may be counted in child to staff ratios, but must

be monitored at all times in accordance with the following:

- a. Monitor of a provisionally-employed staff member must be an adult staff member for whom the center as a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the center to monitor a specific provisionally-employed staff member.
  - b. The center must designate a monitor for each provisionally-employed staff member present at the center.
  - c. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.
  - d. Monitors must remain within close enough physical proximity of their designated Provisionally-employed staff members to be able to intervene at any time if intervention is needed.
  - e. A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
  - f. The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.
  - g. At least one monitor must be physically present at all times in any room during nap times if a provisionally-employed staff member is present.
3. The center shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of visual observation.

## **GUIDANCE AND DISCIPLINE**

Our goal is the safety of the children in their environment. All children are treated fairly in a loving and nurturing manner. At no time will a child be spoken to with harsh, embarrassing, or shameful words, or have physical force used against them. Our teachers are encouraged to be generous with affection and praise toward all children.

Our teachers' classroom management includes consistent rules and positive reinforcement that help children become responsible and caring individuals. Any necessary discipline will be handled in a quiet, yet firm manner. We want the children to experience success in using appropriate behavior. When a child is having trouble following the classroom rules 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.
- 5) If these strategies are not working, then the child will be led to a quiet area for a limited amount of time. This will enable him/her to express their emotions and regroup before joining their classmates.

- 6) **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.**
- 7) Consistent inappropriate behaviors will result in the teachers notifying the director with detailed reports of the unacceptable behaviors. The director will schedule a personal meeting with the parents to formulate a plan to assist and teach the child the appropriate and acceptable behaviors.
- 8) Our behavior management policy shall prohibit children from being subject to any of the following:
  - a) Physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position;
  - b) Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children;
  - c) The threat of prohibited action even if there is no intent to follow through with the threat;
  - d) Being disciplined by another child;
  - e) Being deprived of food or beverages;
  - f) Being restrained by devices such as high chairs or feeding tables for disciplinary purposes;
  - g) Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime;
  - h) Time out shall not be used for children under the age of two;
  - i) A time out shall take place within sight of staff
  - j) The length of each time out shall be based on the age of the child and shall not exceed one minute per year of age.

***Revised March 2018 as per state request.***

## RESPECT

We strive to instill manners and respect in all SLKF students, including our Little Crusaders. Beginning as early as PK0 students will be introduced to vocabulary to include *Mr., Mrs., Ms., Father, Yes Ma'am, No Ma'am, Yes Sir, No Sir, Please, Thank You*, etc. It is our goal to aid in the growth and development of fine, upstanding, respectful citizens. We invite parents to join us in this effort and encourage such behaviors. In addition, SLKF students are expected to treat others with kindness, respect, and thoughtful words and actions. The tone should always reflect good Catholic manners.

Likewise, teachers are expected to address parents and students with kindness and respect. Some conversations are more difficult than others about challenging behaviors and some days are tougher than others. However, SLKF kindly requests that teachers and parents address all situations with a loving heart, gentle words, and full intentions on helping each student, teacher, and/or parent learn from all experiences.



# COMPLAINT POLICY

Any complaints, questions, concerns, and/or suggestions should immediately be brought to your child's teacher(s). If the complaint cannot be answered and/or resolved, parents and/or teachers should immediately contact the Early Childhood Director. The Director can be reached via phone at (504) 833-8224 or via email at [sbourgeois@slkfschool.com](mailto:sbourgeois@slkfschool.com). Parents are also welcome to come to the front office to request a meeting with the Director. If available, the Director will accommodate a meeting immediately. If unavailable, parents can set up a convenient time with the Director via the front office secretaries.

If parents feel as though complaints were unresolved by 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](mailto:ldelicensing@la.gov). SLKF can be reached at (504) 833-8224 or at [sbourgeois@slkfschool.com](mailto:sbourgeois@slkfschool.com). Faxes can be sent to SLKF at (504) 838-9938.

## **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 child care provider. The Statement of Deficiencies may be found on the Department of Education's website at [www.louisianabelieves.com](http://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  
FAX: (225) 342-2498

If you would like additional information on how to view or obtain copies of the Statement of Deficiencies, please contact our office at (225) 342-9905.

*Revised March 2018, as per state request*

# CLEANING

Every classroom at St. Louis King of France School is cleaned daily. The Little Crusaders teachers complete a daily cleaning list that is turned in to the Director. Duties include disinfecting toys, cribs, counters, and all surfaces. Floors are cleaned daily and laundry (cleaning towels, extra bibs/burp cloths, etc.) is taken home on a regular basis. All teachers are responsible for the

cleanliness and organization of their classrooms. The Director conducts regular checks of the facility. In addition, the Department of State Licensing and the Louisiana Department of Health and Hospitals complete several random and thorough checks of the facility throughout the year.

#### 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 teaches the use of running water, soap, and single use of 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 changing.

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

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

## BITING

A large part of our job is to encourage children to “use their words”. There are times, however, when a child is having difficulty communicating or is feeling frustrated and may resort to biting. The bite will immediately be cleaned with soap and water and ice will be applied, if necessary. The biter will be removed from the situation until he/she has calmed down. If the biting continues, which usually means the frustration is increasing; he/she may need to go home for the remainder of the day. It is not a punishment, but rather a “break” from the situation. In addition, the care of every student in the classroom must be considered. While it is recognized that young children are not maliciously biting other students, teachers must take necessary steps to ask the biting child to go home for the day and allow them to start fresh the next day. Please see attachment to this handbook that reviews details regarding SLKF’s biting policy.

## INJURIES

If a child is injured at school, we will clean it appropriately and send home 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
- 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

Please ensure that you provide the most up to date contact information to your child's teacher and the front office at all times.

## **ATTENDANCE**

Daily attendance in the Little Crusaders program is not mandatory. Parents are afforded the luxury of tailoring their schedule to fit their needs. However, students in grades PK1 and PK2 will follow a daily schedule in order to complete curriculum and daily activities. Children thrive when they become accustomed to a tailored structure and routine. It is our goal in the Little Crusaders program to provide that structure and routine in order to prepare them for their "big school" years. Teachers may gently and kindly encourage parents to stick to a routine so that the students are allowed their proper time to adjust and transition into their scheduled days. However, teachers will never push or demand a schedule.

While it is not a requirement, please make an attempt to inform the teachers of any absences, late days, or slight change 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 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 Little Crusaders drawstring tote bag every day. Tote bags must be embroidered with your child's last name. All uniform clothing and tote bags with embroidery must be purchased through Schiro's School Time Uniforms.

School shoes must be purchased at Ponseti's Shoes located at 3501 Severn Avenue Metairie, LA 70002.

During the summer months (June and July), all Little Crusaders are welcome to wear play clothes. PK0 (Pelicans, Crawfish, Fish, Frogs, Octopus, and Alligators) 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 of toilet training with your child's teacher when you think your PK2 student is ready to begin.

All students are expected to be in conformity with all uniform regulations starting on August 15, 2022. **STUDENTS NOT IN CONFORMITY WILL BE SENT HOME UNTIL GUIDELINES ARE MET.** Schiro's School Time and Ponseti's have complete lists of all uniform guidelines. If a question arises during your visit, Schiro's School Time or Ponseti's will contact SLKF for clarification.

## BOYS

### PK1

Blue Short-All

Blue Pant-All (winter months) \*

White Collared Shirt (short or long sleeve)

Blue Button-Down Cardigan  
(Embroidered with last name)

Blue Fleece-lined Jacket  
(Embroidered with last name)

Black SLKF Socks

Little Crusader Drawstring Tote

Black K-Swiss Velcro Shoes

### PK2

Green Collared Little Crusader Shirt (short or long sleeve)

Blue Elastic Flat-Front Shorts

Blue Elastic Flat-Front Pants

Blue Button-Down Cardigan  
(Embroidered with last name)

Blue Fleece-lined Jacket  
(Embroidered with last name)

Black SLKF Socks

Little Crusader Drawstring Tote

Black K-Swiss Velcro Shoes

\*PK1 boys are required to wear pant-alls during the winter months. Please do not place another pair of pants under the short-alls. The pant-alls were designed to allow easy access for diaper changes.

## GIRLS

### PK1

Navy Blue Little Crusader Dress

Green Gingham Bloomers

White Peter Pan Collared Shirt  
(short or long sleeve)

White/Black/Navy  
Stockings/Leggings for winter months

Blue Button-Down Cardigan  
(Embroidered with last name)

Blue Fleece-lined Jacket  
(Embroidered with last name)

White SLKF Socks

Little Crusader Drawstring Tote

Navy Blue Mary Jane Shoes

### PK2

Navy Blue Little Crusader Dress

Green Gingham Bloomers

White Peter Pan Collared Shirt  
(short or long sleeve)

White/Black/Navy  
Stockings/Leggings for winter months

Blue Button-Down Cardigan  
(Embroidered with last name)

Blue Fleece-lined Jacket  
(Embroidered with last name)

White SLKF Socks

Little Crusader Drawstring Tote

Navy Blue Mary Jane Shoes

## SCHOOL BAGS

### PK0

Small/Medium Diaper Bags

**\*\*Bag must fit inside of students  
cubby in the classroom**

### PK1 and PK2

Little Crusaders Drawstring Tote Bag

**\*\*Bag must be embroidered with student's  
last name (To be purchased at Schiro's)**

# MORNING DROP OFF AND AFTERNOON PICK-UP

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

We ask that all Little Crusader parents/guardians park along the Nursery Building on Poplar Street. If parked along Poplar Street between 7:30 am and 8:30 am, parents and students can enter through the front doors on the corner of Poplar Street and Lake Avenue. The cafeteria door on Poplar Street will remain locked at all times. This door will not be open for entry at any time during the day. Please check your school calendar and read your weekly SLKF newsletter for details about after care closures.

The front doors located on the corner of Poplar Street and Lake Avenue will be accessible from **7:30 am - 8:30 pm** for drop off. **After 8:30 am** you must enter through the front office located at 1609 Carrollton Avenue. If you **pick up before 3:00 pm** you must enter through the front office. The front doors will be accessible for **pick up from 3:00 pm - 6:00 pm.**

In order to keep our classrooms safe and healthy, parents will no longer be allowed to enter the classrooms. Parents will bring their child to the classroom. The teachers will meet parents at the door to take the child's temperature and belongings and welcome them into the room for the day.

All children in PK0, PK1, and PK2 MUST be signed in and out in the attendance book inside their classrooms 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. Parents will be charged \$1 for every minute that they are late. Payment will go directly to the teacher who supervised the student during that time.

Carpool for grades PK3 through 7<sup>th</sup> grade takes place between 3:15 pm and 3:45 pm (2:30 and 3:00 on Mondays.) We ask that no 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.

All parents should be patient and kind during drop off and pick up, especially during those times that "big school" is also dropping off and picking up. Please plan your time accordingly and realize if you choose to pick up during the hours of 3:15 pm and 3:45 pm or on Mondays 2:30 pm to 3:00 pm it may take a little longer than usual. SLKF will ALWAYS enforce carpool rules with the safety of the children and parents first.

**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 all engines off while you are walking into the buildings.

**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 to 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 nursery 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.

**Remember, front doors will be accessible from 7:30 am - 8:30 am.**

### Afternoon Pick-Up

**FOR AFTERNOON PICK UP, THERE IS NO PARKING ALLOWED IN THE BIG YARD BETWEEN THE HOURS OF 2:30 PM AND 3:45 PM.** Due to safety concerns, parents will not be allowed to park inside the big parking lot during big school dismissal times. If Little Crusader parents need to pick up between 2:30 pm and 3:00 pm, please park along Poplar Street in the reserved nursery spots or along Carrollton Avenue. You must proceed to the front office entrance for entry into the school.

**Remember, front doors will be accessible from 3:00pm - 6:00 pm**

Parents may park on Poplar Street, along Carrollton Avenue, or in the large schoolyard. **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 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 to the classroom for 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 [sbourgeois@slkfschool.com](mailto:sbourgeois@slkfschool.com) or via fax at (504) 838-9938) to the Early Childhood Director.

For safety reasons, siblings are **NOT ALLOWED** to enter the nursery classrooms.

### Rainy Day

Rainy day drop-offs and pick-ups will remain the same as regular drop offs and pick-ups. Please bring your umbrellas and raincoats on these days. Unfortunately, SLKF was built over 60 years ago. Due to budgetary reasons, we are unable to construct a covered walkway just yet. If you need assistance, please call the front office and we will do our best to accommodate you.

### Parental/Sibling 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 and staff conference, SLKF Men's Club Lenten Fish Fry Dinners, holiday party, or Little Crusaders' Family Mass.

*Revised March 2018, as per state request.*

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. **Any adult inside of a classroom must possess the proper credentials and approved background checks.**



# Emergency Preparedness/Evacuation Planning/School Closures/Crisis Plan

During times of inclement weather, power outages, etc., St. Louis King of France will follow the schedule (early dismissals and school closures) of BOTH Jefferson and Orleans Parish School Systems. Please tune in to your local news station to find details on whether school will be closed.

Regular fire drills, 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.

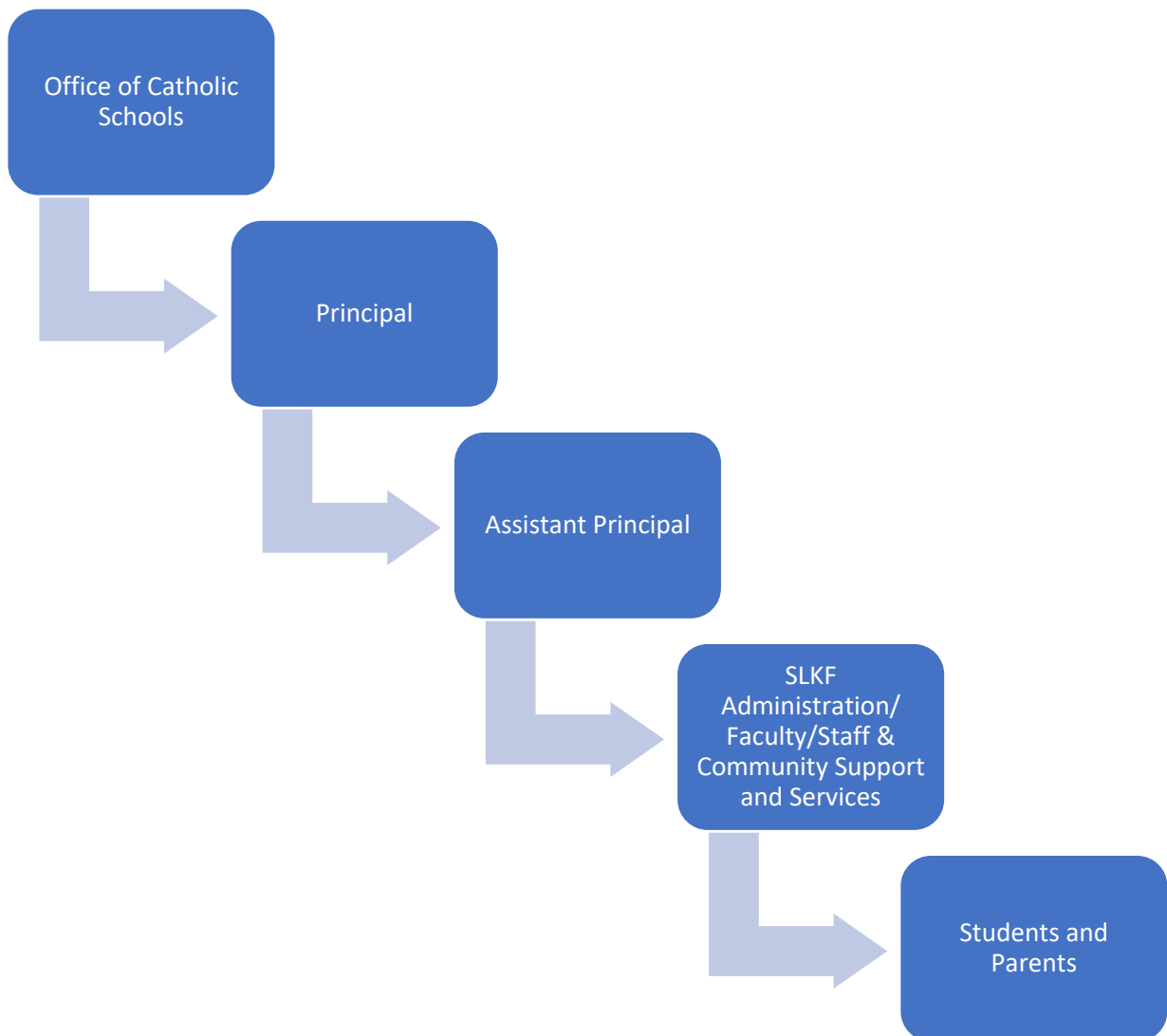
Evacuation kits are kept up to date and on site in cases of emergency. Evacuation kits include emergency phone numbers, first aid supplies, hand sanitizer, wet wipes, tissue, diapers, plastic bags for diapers, battery powered flashlight, battery powered radio, batteries, infant food, disposable cups,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

# St. Louis King of France School

## Crisis Management Plan/Emergency Preparedness Plan

The following is a Crisis Plan to be implemented at St. Louis King of France Catholic School should the necessity arise. Our campus at SLKF is controlled and secure at all times, with the number of campus entrance points being limited and supervised on a regular basis. We also have CCTV monitoring of the campus.

## Crisis Management Team Organizational Chart



## Crisis Management Team Member Roles

### **Office of Catholic Schools - Superintendent**

The Superintendent of Catholic Schools is the final authority in all matters of crisis concerning Catholic schools. The Superintendent will coordinate with school administration to implement the crisis plan.

### **Principal/Assistant Principal**

The Principal and/or the Assistant Principal will determine if the situation warrants implementation of the crisis management plan, initiate contact with key personnel, implement plans, and serve as spokesperson for the school.

Specifically, the Principal will:

1. Act as the School Emergency Management Spokesperson.
2. Implement the policies and decisions of the Office of Catholic Schools and the Archdiocese of New Orleans.
3. Organize the school's emergency preparedness program and identify personnel, equipment, and facility needs.
4. Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
5. Conduct drills and initiate plan revisions as needed.
6. Encourage incorporation of emergency preparedness material into the regular curriculum.
7. Provide a copy of the Crisis Management Plan to the Office of Catholic Schools.
8. Monitor developing situations such as weather conditions or incidents in the community, which might impact the school.
9. Assign school emergency responsibilities to staff as required.
10. Coordinate use of building as a public shelter for major emergencies occurring in the city or civil parish.

### **Teachers and Support Staff**

Teachers and support staff are to follow the directives of the Crisis Management Plan, listen and hear student's concerns, do not be judgmental or moralizing, and keep the school day as near to normal as possible.

Additionally, teachers and support staff will:

1. Prepare and replenish classroom emergency kits.
2. Participate in trainings, drills, and exercises.
3. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
4. Maintain order while in the student assembly area.
5. Verify the location and status of every student
6. Remain with assigned students throughout the duration of the emergency, unless otherwise instructed or the student has been released to parent or guardian or designee.

### **Students**

Follow instructions of principal, assistant principal, teachers, and support staff, and cooperate on all matters of concern in the crisis.

### **Parents**

Parents are asked to listen to local media, emails, and texts for instructions and updates on information. Please do not tie up the phone lines.

### **Community Support and Services**

Community support and services include those agencies which might assist in the crisis situation, such as, counselors, pastors, police, fire department, emergency medical units, etc. Parents are asked to accept any community services when needed.

### **Emergency Preparedness Procedures**

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

1. Providing emergency equipment and facilities.
2. Maintaining this plan, its additions, and appendices.
3. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this facility during emergencies in training opportunities.
4. Conducting periodic drills and exercises to test emergency plans and training.
5. Completing a review or summary after drills, exercises, and actual emergencies, to assist in revision of plan.
6. Revising plan as needed or necessary.

### **Crisis Management Plan**

St. Louis King of France School's Crisis Management Plan will address the following areas of concern:

1. Accidents at School – Major
2. Accidents at School – Minor
3. Allergic Reactions
4. Angry Parent
5. Critical Incidents/Emergency Management/Threats
6. Death
7. Drugs
8. Emergency Transport Procedures
9. Fighting
10. Fire

11. Gas Leak
12. Intruder or Shooter on School Grounds
13. Lost/Runaway Child/Kidnapping
14. Power Failure/Line Down
15. Stranger in the Building/Intruder/Loitering/Trespasser
16. Student(s) Left at School
17. Vandalism
18. Severe Weather
19. Weapons

#### Crisis Management Plan Appendix

- A. Bomb Threat Report Form
- B. Accident/Incident/Injury Form
- C. SLKF Fire Exit Map
- D. Tornado Drill Procedures and Evacuation and Relocation Planning

### **1. Accidents at School – Major**

For major accidents or injuries, a member of the administrative team or designee will call 911, give the school's name, location, and reason for calling, identify self, request police assistance or medical assistance. After that call is made, they will contact the parent or guardian, contact the Office of Catholic Schools, get statements from witnesses as soon as possible, and record major accidents or injuries. Complete Accident/Incident/Injury Form. (Appendix B)

### **2. Accidents at School – Minor**

...On the playground... In the building or classroom ... In physical education ...

For minor accidents or injuries, take the student to the school office for assistance. Follow first aid procedures as indicated by the nature of the accident or injury. Contact the parent or guardian, if injury warrants or is questionable. Complete Accident/Incident/Injury Form. (Appendix B)

### **3. Allergic Reactions**

An allergic reaction is defined as a reaction caused by contact, inhalation, or ingestion of a substance causing a threat to an individual's life.

Possible symptoms: General feeling of impending doom or fright, weakness, sweating, sneezing, shortness of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

- a. Assess the situation, remain calm, and make the student/employee comfortable. Only move for safety reasons.
- b. Send for immediate help and medication kit (in cases of known allergies).
- c. Follow medical protocol for students, if on file.
- d. Observe for respiratory difficulty and, if needed, call 911.
- e. Notify parent or guardian.
- f. Administer medication, by order of a doctor, if appropriate. Apply ice pack; keep warm.
- g. Record time and site of insect sting and name of medicine, dosage and time, if appropriate.

Preventative Actions:

- Encourage parents and guardians to list health situations on a Health Form for their child.
- Encourage faculty and staff having health situations affecting them to alert the administrative team of any difficulties and possible remedial actions.

### **4. Angry Parent**

- a. Be courteous and confident
- b. Remain calm
- c. Do not touch
- d. Keep at a reasonable distance
- e. Listen
- f. Allow the opportunity to vent
- g. Meet in a neutral, protected location
- h. Leave door open or have another staff member join you
- i. Avoid blame – focus on what can be done

Ask:

- “How can I help you get the services you/your child needs?”

- “How can we work together?”
- “What kinds of support can we put in place to help your child succeed?”

## **5. Critical Incident/Emergency Management**

Teachers are to do the following:

- a. Lock your door.
- b. Tell the students that we have an emergency and you don't know what it is.
- c. Have the students go to an area of the room that is away from the door and away from the windows.
- d. Have students stay there until an announcement is made. The administrative team will come to your room and update you.

Communications among administrators and staff will be by classroom phones to assess the situation and plan the next course of action. The Principal and Assistant Principal will have everyone's cell number. The faculty and staff will have the Principal and Assistant Principal's cell phone number.

## **6. Death**

Death of a Student or Staff Member

- Notify Principal/Assistant Principal as soon as possible
- Notify Superintendent's Office
- Prepare a fact sheet giving accurate, up-to-date information.
- Hold a faculty meeting as soon as possible. Review the procedures for the day, the availability of support services, and referral process for at-risk students.
- Contact the family of the deceased. Preferably, the principal or assistant principal should call or visit the family at their home and offer assistance.

## **7. Drugs**

The possession or being under the influence of alcohol/drugs on the school grounds, in the school building, or at school-sponsored events is prohibited.

If there is reason to believe a student is in possession of alcohol/drugs/cigarettes, the following procedures should be followed:

- a. The student should be escorted to the office.
- b. Two adults should be present (one should be an administrator).
- c. The student should be informed of suspicions and asked to deliver the substance.
- d. If the student refuses, it may be necessary to search the book bag, desk, or ask the student to show the contents of pockets, bags, purses, etc.
- e. If a controlled substance is found, call proper authorities.
- f. Contact the student's parent/guardian or nearest relative.
- g. Contact the Office of Catholic Schools.
- h. Discipline should be administered according to the Parent/Student handbook.

If there is reason to believe a student is under the influence of alcohol/drugs, the following procedures should be followed:

- a. The student should be escorted to the office.
- b. The police are called only if the student is violent or is in danger to self or others.
- c. Contact the student's parent/guardian or nearest relative.
- d. Contact the Office of Catholic Schools.
- e. The student should be monitored until the parent arrives to pick him/her up.
- f. Discipline should be administered according to the Parent/Student Handbook.
- g. Suggest parents and students seek medical treatment as a follow-up precaution.

### **8. Emergency Transport Procedures**

St. Louis King of France School will provide first aid and take appropriate measures including the emergency medical services (EMS) system. At no time will a staff member drive with any child unless accompanied by another adult. An ambulance or other such vehicle when necessary will transport the student.

The parents/guardians will be notified by the administration or support staff as soon as possible, using all available numbers provided by the parent including emergency contact information.

### **9. Fighting**

Violence between two or more students (physical fighting) is not allowed.

- **Goals:** safety, effective communication, mobilization, containment, assessment and follow-up
- **Prevention:** Be alert to patterns of stress and agitations in students. Be familiar with the information provided regarding managing a potentially dangerous person. Know procedures in the Crisis Management Plan.
- **Intervention:** Intervening and managing physical altercations and/or fights require making a judgment call. There may be several goals at one time and individual circumstances will determine the priorities of your interventions. Interventions may include:
  - Dispersing the crowd and ensuring the safety of the students.
  - Calling for help and assistance in managing the incident. Focus on diffusing the fight.
  - Attending medical needs.
  - Always be careful and knowledgeable about intervening with individuals who are dangerous.

### **10. Fire**

In the event a fire is detected within the school building, proceed according to the following plan:

- a. Sound the Fire Alarm by pulling the alarm system located in the halls or in specific areas.
- b. Call 911.
- c. Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire.
- d. Evacuate the building immediately to at least 300 feet from the surface and out of the fire department's operational area.
- e. Initiate roll. Each teacher should leave the room with the roll book to check student names. In order to avoid confusion, all student absences should be recorded.
- f. Render first aid as necessary.



- g. Notify utility companies of a break or suspected break in lines which might present an additional hazard.
- h. Have fire department officials declare the area safe before allowing students/staff to return to school.
- i. If the school needs to be closed and students transported to another location or home, contact the local radio and television stations with closing information and/or call parents.
- j. The custodial staff, administrators, and other appropriate personnel should be trained to use fire extinguishers to fight small fires. However, they should not endanger their lives in doing so.

### **Checklist**

- \_\_\_\_\_ Sound alarm; evacuate building.
- \_\_\_\_\_ Call 911.
- \_\_\_\_\_ Determine if there are any serious injuries.
- \_\_\_\_\_ Call Office of Catholic Schools.
- \_\_\_\_\_ Determine building status for return to classes.

### **11. Gas Leak**

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside the building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up and the odor goes down.

If a leak is in or near the building:

- a. Evacuate the building immediately, following the building fire drill evacuation plan. Get students a safe distance from the building.
- b. Call 911.
- c. Phone Atmos.
- d. If time permits, phone the Office of Catholic Schools to alert of the current situation.
- e. Keep students at a safe distance until the problem has been corrected.

### **12. Intruder or Shooter on School Grounds**

- a. All calls are made alerting faculty.
- b. All call: "LOCKDOWN!"
- c. Close and lock all doors.
- d. Teachers and appointed students block doors with desks or chairs.
- e. Turn out the lights.
- f. Children should crouch under desks and remain absolutely quiet.
- g. Any faculty members near any phones will call 911 to report the intruder. Any other outside calls are prohibited.
- h. Appointed teachers will call the Front Office.
- i. When the threat is over, all calls are made: "All Clear."

### **13. Lost/Runaway Child/Kidnapping**

- a. Immediately after it has been determined that a child has been lost/taken, contact the Police.
- b. Call the Office of Catholic Schools to report the incident.
- c. Contact the parents of the child involved. Establish a communication plan with them, if necessary.
- d. Identify individuals to work on this crisis. Give precise instructions for telephone communications to administrative assistants. Maintain a normal classroom routine.
- e. Pull the school picture of the child and obtain a full description of the child (including clothing) to

- assist the police.
- f. Conduct immediate search of school buildings and grounds.
- g. When a child is found, contact the Superintendent's Office, notify the teacher and prepare a memo to staff outlining the situation.

The administrative assistants have a list at their desk of students who are not to be released to anyone except a particular parent or guardian. When parents telephone a request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross checking the phone number with those on file in the child's folder or emergency information sheets.

**Checklist**

- \_\_\_\_\_ Call 911
- \_\_\_\_\_ Call Office of Catholic Schools.
- \_\_\_\_\_ Notify parents of the child.
- \_\_\_\_\_ Identify tasks to work on during a crisis while the rest of school maintains routine.
- \_\_\_\_\_ Pull out a school picture or obtain a full description.
- \_\_\_\_\_ Search school buildings and grounds.
- \_\_\_\_\_ If kidnapping, try to obtain a description of the suspect.
- \_\_\_\_\_ Inform staff and parents of incidents and actions taken.
- \_\_\_\_\_ Arrange for counseling for staff and students, if necessary.

**14. Power Failure/Line Down**

If there has been a power failure at school, or if lines are reported down in the area of the school:

Power Failure:

- Notify Entergy

Lines down in area:

- Have an adult in the area of the downed lines to prevent children and other people from going near them.
- Notify Entergy
- Call Office of Catholic Schools

**15. Stranger in the Building/Intruder/Loitering/Trespasser**

**Checklist**

- \_\_\_\_\_ Determine the whereabouts of the intruder/trespasser.
- \_\_\_\_\_ Isolate the individual.
- \_\_\_\_\_ Determine the extent of the crisis.
- \_\_\_\_\_ Call 911.
- \_\_\_\_\_ Move other students and staff from the area.
- \_\_\_\_\_ Notify Office of Catholic Schools.
- \_\_\_\_\_ Instruct the person answering the telephone to direct all requests to the Principal.
- \_\_\_\_\_ Complete and submit police information for charges.
- \_\_\_\_\_ Inform faculty and staff.
- \_\_\_\_\_ Make reasonable notes for potential court cases.

Schedule follow-up meeting for staff and students, including security plan review.

### **Specifics**

- a. Determine the whereabouts of the intruder. Use school maps to assist police and staff members in locating intruders.
- b. Isolate intruders from the rest of the building and students.
- c. Determine the extent of the crisis: Trespass with no safety hazard may be dealt with through informing the intruder of the offense being committed. If the trespasser refuses to leave, wait for police to arrest. If the trespasser has previously been warned (placed on notice) trespass charges may be filed without the arrest of the offender. Trespass with threat to others' safety will require assistance from the police. Trespass charges should be filed.
- d. Make notes. Recording what has occurred can provide information important to the police and in subsequent court cases.
- e. Move other Students/Staff: Staff may be asked to keep their students in certain areas, or to keep them out of certain areas. Staff should move students as quietly and quickly as possible when directed to do so.
- f. Contact the Police: Trespassing is a misdemeanor or felony, depending upon the location of the intrusion.
- g. Notification: The Office of Catholic Schools should be contacted as soon as possible. Keep staff informed of actions. The students will be able to deal with the situation by being informed of the facts, as soon as possible, rather than receiving their "facts" through rumor. The parents of the students in the community will need to learn the real facts, just as their children have learned them, to reduce the rumor factor.
- h. Inform faculty and staff. They will need to know, not only what occurred, but also why certain actions were taken.

### **16. Student(s) Left at School**

When students are left at school and/or not picked up from extra-curricular activities, the following procedures are recommended depending on the situation:

- a. Call the parent/guardian if the student knows the telephone number (home, work, cell).
- b. Obtain parent/guardian telephone numbers in the front office and call parent/guardian.

The child should never be left alone. School personnel are never allowed to take students home in their own vehicles.

### **17. Vandalism**

- a. Report all acts of vandalism to the police.
- b. Photograph any willful and malicious destruction of school property (e.g., graffiti, broken windows, etc.)
- c. For minor damage, simply note the time, date, and type of damage for your records.
- d. Clean up and repair the damage as soon as possible to avoid encouraging future acts of vandalism.
- e. Aggressively prosecute all vandals to convey that you will not tolerate this type of offense.
- f. Collect restitution by having the offender pay money or provide labor to clean and/or repair the damage he or she has caused.

## **18. Severe Weather**

Tornado, Inclement Weather, Snow, Flood, Hurricanes

### **Tornado Warning**

The Principal will:

- a. Advise teachers and staff of the tornado warning.
- b. Advise all teachers to escort classes to their pre-designated area in the hallway.
- c. Notify pre-designated staff to keep a lookout in order to “spot” tornado funnels, which can be communicated with the Principal via cell phone.
- d. Be prepared to give the “drop and tuck” command via the Public Address (PA) system if danger is imminent. Students may need to “drop and tuck” under desks if they have not yet been moved to areas of shelter in the school.
- e. Parents picking up students should be advised of the tornado warning and persuaded to stay with their child.
- f. Distribute flashlights as necessary.
- g. Shut off the main gas supply valve.
- h. Be prepared to shut off all other utilities if necessary.
- i. Call 911 and give a situation report if the building is struck by a tornado. The damaged part of the building should be evacuated and roll must be taken again. Release students to parents only after a complete roll call has been reported.

The teachers will:

- a. Escort students to the pre-designated area in the hallway.
- b. Take a class roster and account for all students.
- c. Ensure that students sit quietly against a wall on the floor and that they understand the “drop and tuck” command.
- d. Close all fire doors and gates along the corridor to minimize injury from flying debris.

In the case of hurricanes, disasters, or other emergencies, SLKF will close when the Jefferson Parish and/or Orleans Parish school systems close. 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.

## **19. Weapons**

- a. Assess the situation.
- b. Notify the police. Provide as much information as possible. Be prepared to act as a resource and liaison between school and police.
- c. Gather as much detailed information as possible. Try to determine:
  - Location, identify and detailed description of individual.
  - Location and description of weapon.
  - Any pertinent background information on individuals, including possible reason for carrying a weapon.
- d. Isolate individual or suspect. (Prevent access to weapons.)
- e. Confer with police when they arrive. They will advise you how they intend to proceed.
- f. If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures.
- g. Remain calm. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.

- h. Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need-to-know basis.
- i. Notify Office of Catholic Schools.
- j. Use emergency signals to notify teachers of the threatening situation and have teachers keep students in the classroom until all is clear.
- k. Call an emergency staff meeting. It is important that staff members leave with accurate information about the incident and subsequent actions to be taken.

**Checklist**

- \_\_\_\_\_ Assess the situation.
- \_\_\_\_\_ Notify the police.
- \_\_\_\_\_ Gather information.
- \_\_\_\_\_ Isolate individual or suspect.
- \_\_\_\_\_ Do not use force or touch the person or weapon.
- \_\_\_\_\_ Remain calm.
- \_\_\_\_\_ Tell another administrator of the situation.
  
- \_\_\_\_\_ Use emergency signal to notify teachers of the threatening situation and have teachers keep students in the classroom until all is clear.
- \_\_\_\_\_ Notify Office of Catholic Schools.
- \_\_\_\_\_ After the situation is resolved, hold emergency staff meeting before staff members leave for the day.

**Handling a Weapon-Wielding Student**

- a. Evacuate the area
- b. Evaluate the perpetrator
- c. Isolate
- d. Negotiate
- e. Remain calm
- f. Get help
- g. Avoid heroics
- h. Do not threaten
- i. Keep a safe, non-intimidating distance
- j. Avoid abrupt sporadic movements
- k. Look for a place to dive or jump
- l. Report incident to law enforcement

# APPENDIX

APPENDIX A

BOMB THREAT REPORT FORM

Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of threat:

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Time: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sex of caller: Male / Female Culture \_\_\_\_\_  
 Length of call: \_\_\_\_\_  
 Number at which call was received: \_\_\_\_\_  
 Number from which the call was received, if available on telephone: \_\_\_\_\_  
 Caller's Voice: (Circle all that apply.)

Calm	Angry	Excited	Slow	Rapid	Soft
Loud	Laughing	Crying	Normal	Distinct	Slurred
Whispered	Nasal	Stuttering	Lisp	Raspy	Deep
Ragged	Clearing Throat	Accent	Cracking Voice	Familiar	Disguised
Deep Breathing					

If the voice is familiar, whom did it sound like? \_\_\_\_\_

Background Sounds: (Circle all that apply.)

Street	Animal Noises	PA System	Static
Voices	Music	Motor	House Noises
Local	Office Machinery	Booth	Long Distance

APPENDIX B

ACCIDENT/INCIDENT/INJURY FORM

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Accident/Incident/Injury: \_\_\_\_\_

Location Where Accident/Incident/Injury Happened: \_\_\_\_\_

Description of How Accident/Incident/Injury Occurred:

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Parts of the Body Involved: \_\_\_\_\_

Treatment Given/Action Taken: \_\_\_\_\_

Treatment Given/Action Taken by Whom: \_\_\_\_\_

Name of Parent/Guardian Notified: \_\_\_\_\_

Time Parent/Guardian Notified: \_\_\_\_\_

Signature of Person Notifying the Parent/Guardian: \_\_\_\_\_

Corrective Action needed to Prevent Reoccurrence: \_\_\_\_\_

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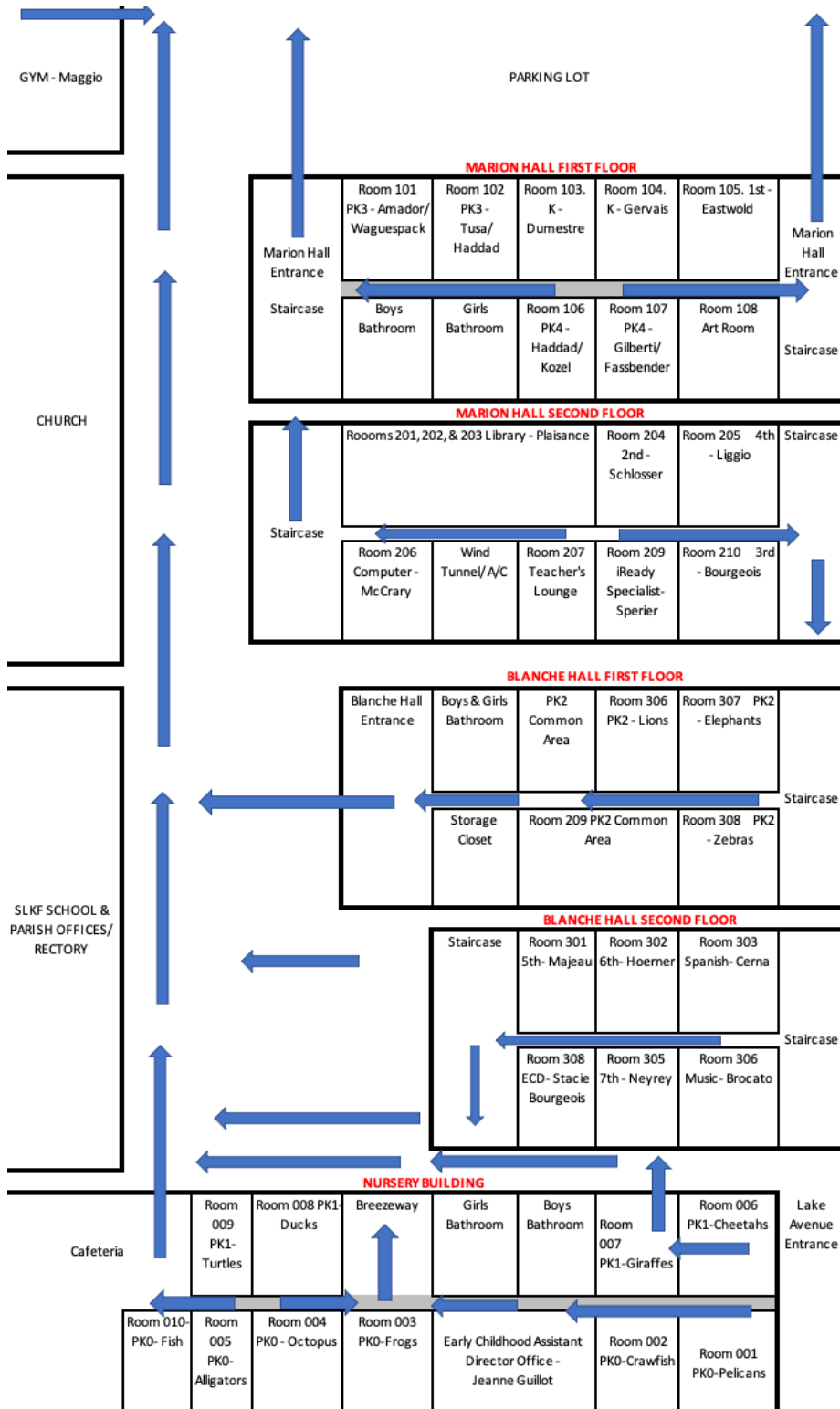
Signature of Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date/Time of Signature of Parent/Guardian: \_\_\_\_\_



# SLKF FIRE ESCAPE PLAN





## Tornado Drill Procedures



Emergency evacuations of day care centers during tornadoes can be traumatic for children. Advanced planning becomes especially critical to childrens' well-being. Rules for tornado drills require detailed plans that are practiced before a funnel cloud is ever spotted. Mock tornado evacuations help keep children and staff calm and focused in the event of a true emergency.

When a tornado warning is issued for your area, the following procedures should be followed:

- Move away from windows and glass doorways
- Go to the innermost part of the building on the lowest possible floor
- Assist children with special needs
- Move away from materials and furniture that could fall on you
- Account for all of the children and staff members by taking attendance
- Use the head tuck position to protect from flying objects
- If an evacuation crib is used, cover children with a blanket to protect from flying objects
- Talk with children and offer reassurance
- Send a note home to all parents describing the incident

Head Tuck Position



This material is based on work supported by the Technology Based Child Care Training Grant funded by the Louisiana Department of Children and Family Services with American Recovery and Reinvestment Act Funds from the U.S. Department of Health and Human Services for Children and Families. Use of this material is governed by U.S. Copyright laws. 6/2012

## EVACUATION PLAN



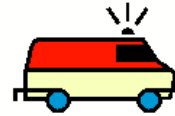
### Evacuation and Relocation Planning

There will be times when your child day care center building will not be safe for you and your children to remain there. You may need to evacuate the building for either a short time or may even to relocate to a safe place. You will need an evacuation plan, relocation sites and a plan for getting children to the relocation site. You may want to consider having two relocation sites one close enough to the center that you can walk and another further away in case the entire neighborhood becomes unsafe.

#### **Evacuation plan guidelines**

You are required to have a written evacuation plan to protect children in the event of any emergencies. Plans should:

- Be a current, easily read floorplan of the center
- Be posted in a clearly visible location
- Indicate evacuation routes out of the center from each room
- Identify all exit points
- Define the meeting location outside of the center



#### **Other tips**

- Assign a staff member to take the evacuation pack for each room
- Confirm by attendance record that all children and staff members are accounted for
- Place no more than four non-mobile babies in an evacuation crib
- Assign specific staff who have been trained in their role to assist children with special needs
- If the evacuation is for a true emergency and not a drill, contact 911 or the appropriate emergency agency

#### **Things to consider when choosing a relocation site:**

- The number of children your facility serves
- Is within safe walking distance from your center
- A building or site that is open to the public (such as a library or public school) during your operating hours that would be willing to accommodate you and your children
- Another child care center that would be willing to develop a mutual relocation site agreement with you
- How children will be transported to the relocation site if the need arises
- How to inform parents of the relocation site

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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.

## ILLNESSES AND MEDICATION

Most children will get the common cold 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 an unusually high exposure to germs. The teachers will take constant precautions to assist in preventing 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.

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**
- **Undiagnosed rash/skin infection—Doctor’s note**
- **Diarrhea (2x or more)—Eating and drinking normally for 24 hours without diarrhea**
- **Mouth sores with drooling—Doctor’s note**
- **Severe cough—Doctor’s note**
- **Ear pain/Infection—Doctor’s note**
- **Sore throat—Doctor’s note**
- **Staph Infection—Day after treatment WITH doctor’s note. 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.**

If you do not see a specific illness on this list, please refer to your child’s teacher or the 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 reasonable time. 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 particular child as well as all other children in the classroom. **If a child is not picked up within 1 hour 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.**

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.**

Your child **MUST** be fever free without medication for 24 hours before returning to school.

**Please be aware that medications can only be given when we have written permission from a doctor explaining why the medicine will be given. (ex. teething, recent immunization shots)**

Paperwork will need to be completed granting SLKF permission to administer the medication as needed. These forms are only valid for 6 months. Please update your "as needed medication" forms on a regular basis. As per Department of State Licensing guidelines, medication can only be administered by teachers who have completed a Medication Administration Certification course. Sudden onset of fever (of 100 degrees or higher) with no clearly identifiable cause will result in the student being sent home until written doctor authorization from your child's practicing pediatrician is provided or symptoms subside for 24 hours without medication.

**Please see attachments to this handbook regarding St. Louis King of France School's Biting Policy and Illness/Unusual Behavior Policy. Both of these forms must be signed and turned into your child's teachers.**

## 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 his/her immunizations during an outbreak of an illness your child has not yet received immunizations for, you will be asked to take your child home. Your child will not be allowed to attend school until all symptoms are cleared of the facility or your child has received said immunizations.

## PK2 CONFERENCES

CONFERENCES ARE SCHEDULED FOR FRIDAY, FEBRUARY 3, 2023 AND FRIDAY, MAY 19, 2023

PK2 teachers will hold individual parent/teacher conferences in February 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, just let her know so that a meeting can be arranged. PK2 students DO NOT have school on the two scheduled conference days. The entire day is dedicated to teachers conducting one on one conferences with parents.

## PK2 FIELD TRIPS

PK2 will schedule one field trip in the Spring). Each child is required to have a designated chaperone for the field trip. Details regarding field trips and chaperones will be given once dates, times, and locations have been chosen.

## TOILET TRAINING

We understand that your child must be comfortable in their environment and feel confident to begin toilet training. It is our goal to work with the parents in order to help your child develop these skills. Your child's readiness will be handled on an individual basis. Once a child is ready to begin toilet 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 will be sent home daily to be laundered. Please return clean clothing the following day.

Students must begin potty training in pull-ups 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 less 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 code regulations, toilet 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.

## **PARTIES**

For your child’s birthday, you may send a snack, such as cupcakes or cookies to school. Please let your teacher know ahead of time. We must get the proper approval from all parents before we can distribute special snacks. We will also gladly send home invitations as long as there is one for every child in your child’s homeroom.

## **LUNCH/SNACKS**

PK0 (Pelicans, Crawfish, Fish, Frogs, Octopus, Alligators)—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. Each child will also have a labeled cubby in the classroom for extra food storage of non-perishable food items.

PK1 (Turtles, Ducks, Cheetahs, and Giraffes)—SLKF will provide morning and afternoon snacks for your children. Snacks can include Cheerios, goldfish, cheese puffs, crackers, etc. Parents must bring lunch every day for their child. In addition, parents should bring two Sippy cups filled with water daily. Teachers will refill the cups with water as needed. Sippy cups can be placed in the classroom refrigerator. Lunches 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.

PK2 (Lions, Elephants, and Zebras)—SLKF will provide morning and afternoon snacks. Parents in PK2 have the option of providing lunch on a daily basis or ordering a hot lunch from the cafeteria. Fresh Fork Catering provides lunch for SLKF. Menus are sent home at the end of every month for parents to review and on the SLKF website. Lunch cards for 10 days, 30 days, or a semester can be purchased. If you choose to send a lunch in PK2, please provide finger foods, such as sandwiches, cheese and crackers, etc. with an ice pack in the lunch box. Limited storage

does not allow for us to store lunches in the refrigerator. Lunches CANNOT be warmed in microwaves in PK2.

**\*\*Please be aware that in accordance with The Department of State Licensing, teachers are not allowed to force a child to finish all of their food.** While SLKF teachers and Administration are well versed in the importance of healthy eating and proper nutrition, we cannot abide by rules of parents who request that their child eats every bite of their food if the child refuses the food. We will gently encourage and update parents on their child(ren)'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, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter and chunks of meat larger than what can be swallowed whole.**

## **FRESH FORK CATERING LUNCH PROGRAM (PK2 ONLY)**

We are pleased to announce FRESH FORK CATERING will continue to provide our lunch program. Please read the attached information regarding the changes. Please feel free to call the office if you have questions regarding the lunch program. Menus, lunch card order forms, and information is available on the SLKF website as well.

## **TOYS**

We ask that personal toys stay home. The school provides many toys, games, activities, materials, etc. for everyone to enjoy. Children become upset if their toys get lost or broken. If a "lovie" is brought for naptime, it can only be removed from the child's cubby during naptime. It will be stored away during all other times of the day. **The pacifiers with the animals attached to them (Wubbanuubb) are not allowed at the Nursery. State Licensing considers the animal a toy. Toys are not allowed in the cribs while the baby sleeps.**

## **FINANCIAL OBLIGATIONS**

1. Tuition is withdrawn from your bank checking or savings account on the 5<sup>th</sup> of each month beginning on August 5, 2022 and ending on July 5, 2023.
2. If your account is overdrawn on the 5<sup>th</sup>, the tuition will be deducted again on the 15<sup>th</sup> of the month including a \$50.00 processing fee. If your account is overdrawn a 2<sup>nd</sup> time, the amount will be pulled on the 25<sup>th</sup> of the month including at \$100.00 processing fee. If overdrawn a 3<sup>rd</sup> time, your child cannot return to school until all financial obligations are current.



3. 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.
4. 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.
5. Registration fees and school fees are **NON-REFUNDABLE**.
6. 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. Allise Angelo, Business Manager at [aangelo@slkfschool.com](mailto:aangelo@slkfschool.com). Ms. Angelo 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.
7. If for any reason parents decide to withdraw their child from SLKF Little Crusaders, 30 days WRITTEN notice must be provided to the principal or 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 begins on August 5<sup>th</sup> and continue on the 5<sup>th</sup> of every month until July. Payments for grades PK3 through 7<sup>th</sup> grade on the 12-month plan begins on the 5<sup>th</sup> of June and continue through the 5<sup>th</sup> 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.

## **DIVORCED/SEPARATED PARENTS**

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

Until custody has been established by a court action, one parent may not limit the other parent from picking the child up from our care. It is not within SLKF's legal right to withhold a child from a parent, unless there has been court action that limits one parent's right to the child. SLKF requests that a copy of the judge's order establishing custody be on file in order to prevent a non-custodial parent from accessing their child. All records are kept confidential and in a locked file.

If written or verbal records of any kind (attendance, illness reports, behavioral reports, etc.) are needed for a court proceeding, parents must provide a court order from their judge or lawyer requesting the specific information.

## COMMUNICATION

We encourage parental involvement and believe it is necessary for the viability of the student and the school. The school will communicate student progress with the home through any or all of the following means: daily notes, daily folders, face to face interaction at drop off and pick up, email, conferences, personal notes, phone calls, announcements in FACTS Family app, *ParentAlert* texts, and/or FACTS. The Crusader Connection is sent to parents' email every Monday. This newsletter will contain vital information for all parents and students. Please read it carefully for updates and to stay abreast of what's happening at SLKF. Parents are responsible for reading the information contained in the weekly newsletter.

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 ParentsWeb portal at [www.factsmgt.com](http://www.factsmgt.com).

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, you will need to first create an account. Go to [www.factsmgt.com](http://www.factsmgt.com) and choose the login option at the top right of the page, then select ParentsWeb Login. 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](mailto:emccrary@slkfschool.com) with any questions or concerns you may have regarding FACTS.

### Contacting A Teacher or the Early Childhood Director

If you wish to contact a teacher, please call the school office and leave a message for that teacher to call you. PLEASE DO NOT CONTACT A TEACHER AT HIS/HER HOME OR VIA CELL PHONE. You may also contact the teacher through their school email address. (Teacher email addresses are the first letter of their first name followed by their last name (example: [sbourgeois@slkfschool.com](mailto:sbourgeois@slkfschool.com)).

**A teacher should be contacted before contacting the Director regarding classroom issues. If you are dissatisfied with the teacher's response, please contact the Director via email at [sbourgeois@slkfschool.com](mailto:sbourgeois@slkfschool.com).**

### Emergencies

When an emergency arises, you will be notified through "*Parent Alert*".

"*Parent Alert*" is a system in place that will notify you via your primary contact phone number recorded in FACTS. In emergency situations, "*Parent Alert*" will contact you via your cell phone, home phone, and email regarding important notifications related to St. Louis King of France School.

In the case of hurricanes, disasters or other emergencies, St. Louis King of France will close when the Jefferson Parish and 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.

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 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*."

## CELL PHONE POLICY

Little Crusader teachers must place their cell phones in the purse or bag at the beginning of their shift. Cell phones must be turned off during this time. Teachers are allowed to check their cell phones during their breaks and lunchtime.

IN ADDITION, TEACHERS ARE NOT ALLOWED TO COMMUNICATE WITH PARENTS REGARDING THEIR CHILD ON SCHOOL PREMISES VIA CELL PHONE. Parents are asked to call the school office at (504) 833-8224 and request to be transferred to their child's classroom if they wish to speak to their child's teacher(s).

# **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 a 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 you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$25.00.

## **2022-2023 SCHOOL CALENDAR**

The SLKF 2022-2023 school calendar can be found at

<https://slkfschool.com/school-calendar/>

## **MANDATORY SCHOOLWIDE SHUTDOWN AND OPERATING GUIDELINES**

In the event of any mandatory shutdown, SLKF Administration will update parents via email, text, letters, etc. regarding any special guidelines during the closing and/or reopening of our school. Guidelines/rules/policies contained within this handbook are subject to change as the Department of State Licensing, Department of Education, Department of Health, federal/state/local agencies, the Archdiocese of New Orleans, and SLKF deem fit to abide by all safety regulations. Please check your correspondence regularly to ensure the most up-to-date information is at your fingertips.

## **RIGHT TO AMEND**

The school administration retains the right to amend this handbook for just cause. Students and parents will be given prompt notification if changes are made.

Parents who are uncooperative, noncompliant, and/or unsupportive of St. Louis King of France and its rules and regulations laid forth in this handbook, including any future amendments to this handbook, will be asked to leave St. Louis King of France School.

# ATTACHMENTS

# LITTLE CRUSADERS 2022-2023 SCHOOL HOLIDAYS

<b>Labor Day</b>	<b>Monday</b>	<b>September 5</b>
<b>Trunk or Treat</b>	<b>Friday (early dismissal at 5pm)</b>	<b>October 28</b>
<b>Thanksgiving</b>	<b>Wednesday – Friday</b>	<b>November 23-25</b>
<b>Faculty Christmas Party</b>	<b>Friday (dismissal at 11:00 am)</b>	<b>December 21</b>
<b>Christmas/New Year’s Break</b>	<b>Wednesday – Friday Monday – Friday Monday</b>	<b>December 21-23 December 26-30 January 2</b>
<b>Martin Luther King Day</b>	<b>Monday</b>	<b>January 16</b>
<b>Parent/Teacher Conference PK2 ONLY</b>	<b>Friday</b>	<b>February 3</b>
<b>Mardi Gras Parades EARLY DISMISSAL</b>	<b>Friday (dismissal at 5 pm) Friday (dismissal at 5pm) Friday (dismissal at 5 pm)</b>	<b>February 3 February 10 February 24</b>
<b>Mardi Gras</b>	<b>Monday – Wednesday</b>	<b>February 20 – 22</b>
<b>Good Friday</b>	<b>Friday</b>	<b>April 7</b>
<b>Easter Holiday</b>	<b>Monday</b>	<b>April 10</b>
<b>Bucktown Seafood Festival</b>	<b>Friday (early dismissal at 5 pm)</b>	<b>April 21</b>
<b>Bucktown Seafood Festival Pick Up Day</b>	<b>Monday</b>	<b>April 24</b>

## **LITTLE CRUSADERS 2022-2023 SCHOOL HOLIDAYS continued**

**Parent/Teacher Conference      Friday                      May 19**  
**PK2 ONLY**

**Memorial Day                      Monday                      May 29**

**Independence Day              Tuesday                      July 4**

**Little Crusaders will be closed Monday, July 31, 2023 through Friday, August 11, 2023.**

**The first day of school for Little Crusaders for the 2023-2024 school year will be Monday, August 14, 2023.**



# BITING POLICY

## Explanations, policies and procedures regarding biting at St. Louis King of France

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

For many toddlers, the biting stage is just a passing problem. They try it out as a way 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 a variety of reasons such as: teething, frustration, inadequate language skills, stress or change in the environment, feeling threatened, or to feel 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. Child is immediately removed from the situation using words such as “biting is not okay- it hurts”. Avoiding any response that reinforces the biting or calls attention to the biter. All caring attention is focused on the bitten child.
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 for both the biter and the child who was bitten. Parents will be notified via a written report and/or by phone.

**\*If the child bites 2 times in any one day then the child will be sent home for the remainder of the day.**

**\*If at any time the skin is broken due to a bite then the child will be sent home immediately.**

\* If the biting continues and is severe, a meeting with the Principal and Director will take place to discuss further actions. If parents are responsive to suggestions (such as getting a hearing test completed, speech evaluation, or behavioral assessment) we will continue to work 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 put forth every effort to help a biter resolve the issues causing the biting. Specific details of any plan and/or treatments cannot and will not be discussed with any other parents/families.

**\* If a biter continues to bite after several plans have been implemented to prevent biting, it is at the discretion of the Principal and Director to ask for the child to leave the Nursery.**

For the victim:

1. Child is separated from the biter.
2. Child is comforted and first aid is administered. Bites that break the skin will be cleaned with antibacterial soap and water only, as per Office of Public Health policies.
3. An accident report will be written and the parents of the victim 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:

- Closely watch the biter to redirect if necessary.
- Provide lots of language such as “Biting hurts” and “We use our teeth for food”.
- Begin observation logs for repeated biters in order to identify triggers for the biting. Once triggers have been identified teachers may make changes to the schedule, classroom, groups, etc.
- Provide frozen or plastic teething rings for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting and offer suggestions of how to stop the biting habit.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# St. Louis King of France Little Crusaders

## 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. 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. In order 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.

<b>Illness</b>	<b>When Child Can Return to School</b>
Fever of unknown origin (100.0 or greater) and some behavioral signs of illness	Fever free WITHOUT medication for 24 hours or cleared by 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 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 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. Area must remain covered at all times.
Flu	Symptom 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 it's 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 American 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*

### 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 administrative or school board policy, that policy 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 2021.*

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 2022-2023 school year. I understand and accept that the regulations contained within shall be administered accordingly, if appropriate.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Students Name

\_\_\_\_\_  
Class

\_\_\_\_\_  
Date